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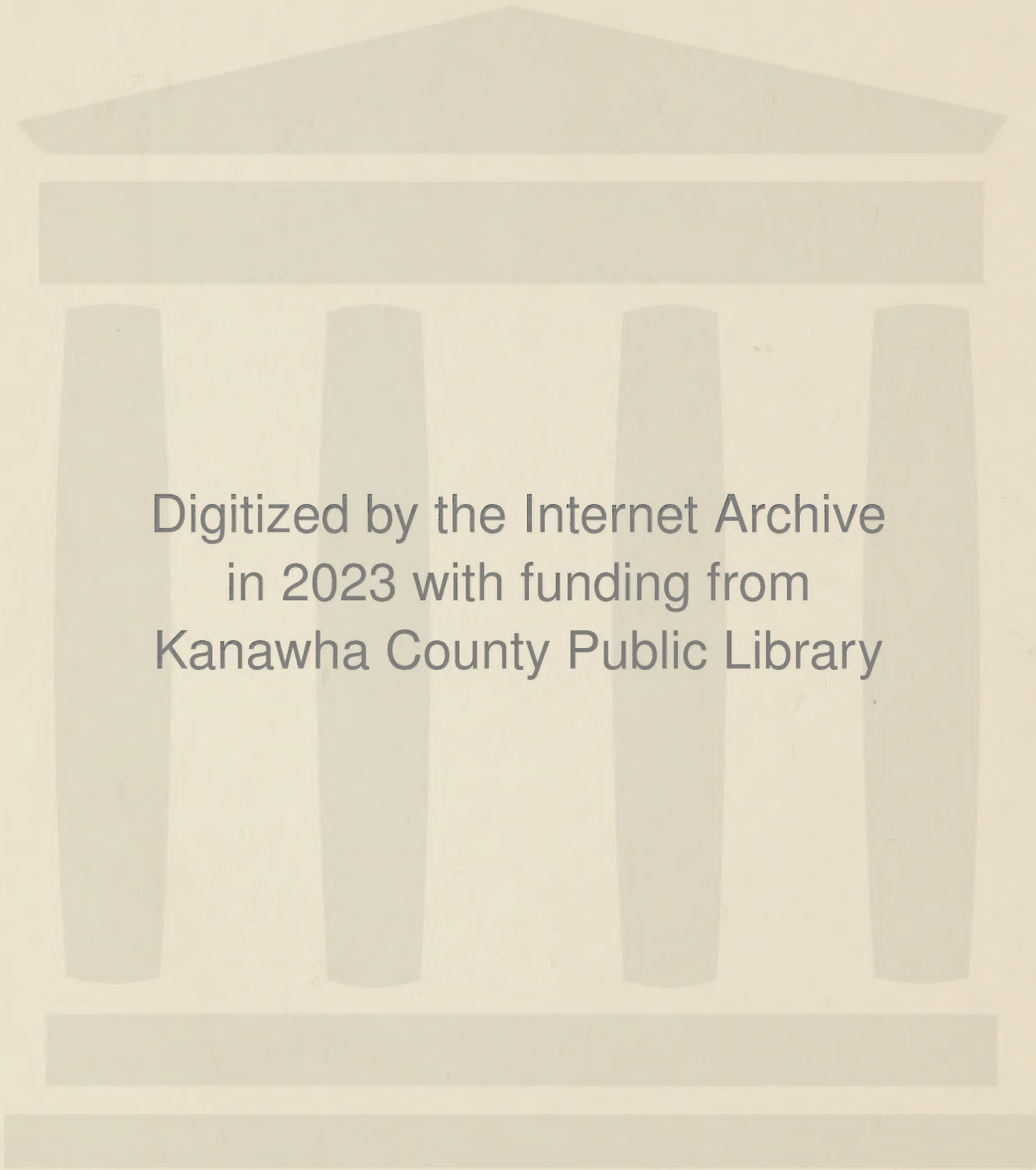

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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

AUGUST 5, 1958

The regular meeting of the Library Board of the Kanawha County Public Library was held on August 5, 1958, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Hanson
Mrs. Brown
Dr. Cook
Mr. Dickinson
Dr. Pianfetti
Mr. Thomas
Mr. Williamson

In the absence of the President, the Vice-President, Mr. Hanson, presided.

He extended a welcome to the new member, Mr. Thomas.

The Secretary reported that a quorum was present. The Chairman asked that a moment of silence be observed in memory of Colonel Walter C. Phillips.

Resolution on the Life and Service to the Library of Colonel Walter C. Phillips. Upon motion by Mr. Williamson, seconded by Dr. Cook, the following resolution was adopted unanimously:

WHEREAS, It is with deep regret that we record here the passing of Colonel Walter C. Phillips, U.S.A., who died at his home in St. Albans, July 17, 1958; and,

WHEREAS, In this manner the Board of the Kanawha County Public Library, acknowledges the loss of a man who meant much

to his Community, his State, and who served his Nation with valor and distinction. It may properly and accurately be said that upon his retirement from active duty in the United States Army, Colonel Phillips voluntarily took upon himself a career of community service which undoubtedly occupied him as completely as his chosen career. He served not only unselfishly in many areas, but also with distinction and with exceptional ability; and,

WHEREAS, Colonel Phillips became a member of the Kanawha County Public Library Board in 1949; he constantly gave a full measure of support to its aims, its purposes and in every way contributed to its growth and welfare; and,

WHEREAS, In this, the first meeting since the death of this fellow member, the Library Board wishes to give expression to its sense of personal loss and to set forth the following:

RESOLVED, That although it is with profound sorrow that we record here the fact that an esteemed fellow member has passed on, we hereby set forth our gratitude for all that he contributed to his community and to this Library; and,

RESOLVED FURTHER, That a copy of this resolution shall be transmitted to the family of Colonel Phillips, to whom we extend our sincerest sympathy, and that this remembrance be spread upon the minutes of this meeting.

The minutes of the July 11, 1958, meeting were approved.

Director's Monthly Report. The Director read his report for the month of July in which he reviewed the activities of the Library. The report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 14 and General Bills List No. 14 duly certified and approved in accordance with the By-Laws and, on motion made by Dr. Cook, seconded by Dr. Pianfetti and duly

passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Expenditures from Special Funds. The Director submitted Special Funds List No. 13, duly certified and approved in accordance with the By-Laws, and on motion by Dr. Cook, seconded by Dr. Pianfetti and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded, and carried, all the changes were ratified, approved, and confirmed.

There being no further business, the meeting on motion adjourned.

Arthur Hanson
Vice-President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

SEPTEMBER 9, 1958

The regular meeting of the Library Board of the Kanawha County Public Library was held on September 9, 1958, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Hanson
Mrs. Anderson
Mrs. Brown
Mr. Chilton
Dr. Cook
Mr. Dickinson
Mr. Lovenstein
Dr. Riggleman
Mr. Williamson

In the absence of the President, the Vice-President, Mr. Hanson, presided.

The Secretary reported that a quorum was present.

The minutes of the August 5, 1958, meeting were approved.

Director's Monthly Report. The Director read his report for the month of August in which he reviewed the activities of the library. Following discussion, it was moved by Mr. Williamson and seconded by Mr. Chilton that Dr. Cook, as a committee of one, be authorized to investigate and recommend for purchase from private collections books and related materials considered worthy of acquisition for the Library's

West Virginia Collection. The report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 15 and General Bills List No. 15 duly certified and approved in accordance with the By-Laws and, on motion made by Dr. Cook, seconded by Mr. Chilton and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Expenditures from Special Funds. The Director submitted Special Funds List No. 14, duly certified and approved in accordance with the By-Laws, and on motion by Dr. Cook seconded by Mr. Chilton and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Middle Atlantic Regional Conference. The Director announced that the Middle Atlantic Regional Conference will be held on October 2, 3, and 4, 1958, in Atlantic City and that he and two other staff members were planning to attend.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded, and carried, all the changes were ratified,

approved and confirmed.

There being no further business, the meeting on motion adjourned.

Vice-President

Secretary

MINUTES OF A MEETING OF THE

FIFTIETH ANNIVERSARY COMMITTEE

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

SEPTEMBER 16, 1958

A meeting of the Fiftieth Anniversary Committee was held on September 16, 1958, at 10:00 a.m. in the Board Room of the Library.

The following members were present:

Mr. Chilton, Chairman
Mrs. Brown
Dr. Cook
Mr. Maurice
Mr. Williamson

Mr. Chilton, the Chairman, presided and the Director acted as Secretary noting that all committee members were present.

The purpose of the first meeting, the Chairman reported, was to discuss and make plans for celebrating the Library's 50th birthday on June 3, 1959.

The Director suggested several ideas based upon a previously similar experience. He added that helpful material is available and is forthcoming from the American Book Publishers Council and the American Library Association.

In the discussion which followed several proposals were made. It was the feeling of the committee that the suggestions be submitted to the Library Board for consideration prior to any contemplated action. The listing herein is not necessarily in order of preference.

1. A formal program open to the public at which a prominent figure in the literary or library profession would be invited to address the group. The committee hastens to add that expenses customarily paid involve travel costs plus an honorarium of $100.00 to $200.00.

2. Exhibits of rare books which could be displayed in the Library and possibly borrowed from other libraries and private individuals. Additional insurance protection would be necessary.

3. To arouse local interest, invite residents, to submit for display in the Library, the oldest Bible in existence in Kanawha County. It was suggested that a prize of $25.00 be awarded.

4. If arrangements can be made with the Diamond Bookshop, tie-in our celebration with the 1959 Spring-Summer Book and Author Luncheon. In the event the luncheon is not scheduled by the Diamond it was suggested that the Library consider sponsoring a similar event honoring West Virginia authors. The committee realizes there may be problems of invitation.

5. County-wide celebrations at most bookmobile stops.

6. Publish a brief history of the Library and in sufficient quantity for distribution to Library patrons, officials and other interested persons and organizations.

7. With permission from the School Board, invite high school art students to submit, for judging, a bookplate of original design -- the best of which to receive an award. There could be two catagories -- for the home library as well as the public library. All enteries would be placed on exhibit in the Library.

8. It was felt that the Library Board could request either or both Charleston newspapers to sponsor different phases of the semi-centennial.

9. It was also the consensus of the committee that every effort should be made to make the 50th anniversary a continuing one throughout the year with different and varied affairs.

In conclusion, the committee report is being sent to all Library Board members in order that they may be familiar with its contents. The committee respectfully invites proposals, suggestions and criticisms from Board Members at the October meeting.

The meeting adjourned at 11:00 a.m.

W. E. Sutton
Chairman

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

OCTOBER 7, 1958

The regular meeting of the Library Board of the Kanawha County Public Library was held on October 7, 1958, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Hanson
Mr. Chilton
Dr. Cook
Mr. Dickinson
Mr. Lovenstein
Dr. Pianfetti
Mr. Stone
Mr. Thomas

In the absence of the President, the Vice-President, Mr. Hanson, presided.

The Secretary reported that a quorum was present.

The minutes of the September 9, 1958, meeting were approved.

Director's Monthly Report. The Director read his report for the month of September in which he reviewed the activities of the Library. The report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees.

50th Anniversary Committee. Mr. Chilton reported for the committee. Minutes of the Fiftieth Anniversary Committee meeting of September 16, 1958,

previously mailed to each member of the Library Board, were distributed. Following considerable discussion, the proposals, with additional suggestions, received approval.

Approval of Bills. The Director submitted Book Bills List No. 16 duly certified and approved in accordance with the By-Laws, and on motion made by Dr. Cook, seconded by Mr. Dickinson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Expenditures from Special Funds. The Director submitted Special Funds List No. 15, duly certified and approved in accordance with the By-Laws, and on motion by Dr. Cook seconded by Mr. Dickinson and duly passed it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. Mr. Dickinson made a brief progress report. The Chairman reported the forthcoming visit to Charleston of Mr. Dan A. Dollarhide, Regional Property Coordinator for the Department of Health, Education and Welfare. Mr. Dickinson moved that the following resolution be adopted:

> WHEREAS, Certain real property owned by the United States, consisting of the Capitol Street Federal Building known as the Court House, has been declared surplus and is subject to disposal for education, public health or civil defense purposes by the Secretary of Health, Education and Welfare under the Federal Property and Administrative Services Act of 1949, as amended, and rules and regulations promulgated pursuant thereto; and

WHEREAS, Kanawha County Public Library, a statutory corporation created by Chapter 148, Acts of West Virginia Legislature, 1957, with its principal office and main library situate at Lee and Hale Streets, in the City of Charleston, Kanawha County, West Virginia, needs the said property and can utilize the same for educational purposes in accordance with the requirements of said Act and the rules and regulations promulgated thereunder;

NOW, THEREFORE, BE IT RESOLVED THAT, Kanawha County Public Library shall make application to the Secretary of Health, Education and Welfare for and secure the transfer of the above-mentioned property for educational use upon and subject to such exceptions, reservations, terms, covenants, agreements, conditions and restrictions as the Secretary of Health, Education and Welfare, or his authorized representatives, may require in connection with the disposal of said property under said Act and rules and regulations issued pursuant thereto; and

BE IT FURTHER RESOLVED THAT, John V. Ray, President of Kanawha County Public Library, be and he is hereby authorized, for and on behalf of Kanawha County Public Library to do and perform any and all acts and things which may be necessary to carry out the foregoing resolution, including the preparing, making, and filing of applications, sales agreements, reports, and other documents legally required; the execution, acceptance, delivery, and recordation of agreements, and other instruments pertaining to the transfer of said property, and the payment of any and all sums necessary on account of the purchase price thereof or on account of fees or costs incurred in connection with the transfer of said property.

The motion was seconded by Dr. Cook. After a discussion a vote was taken and the motion was carried.

Middle Atlantic Regional Conference. The Director reported on the Middle Atlantic Regional Conference held in Atlantic City on October 2-4, 1958. Members of the staff who also participated in some phase of conference programming were: Jane Brugger and Ruth Figgatt.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Vice-President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

NOVEMBER 4, 1958

The regular meeting of the Library Board of the Kanawha County Public Library was held on November 4, 1958, at 4:00 p.m. in the Board Room of the library.

The following members were present:

Mr. Ray
Dr. Cook
Mr. Dickinson
Mr. Hanson
Mr. Lovenstein
Dr. Pianfetti
Mr. Stone
Mr. Thomas

The President presided. The Secretary reported that a quorum was present.

The minutes of the October 7, 1958, meeting were approved.

Director's Monthly Report. The Director read his report for the month of October in which he reviewed the activities of the library. The report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 17 duly certified and approved in accordance with the By-Laws,

and on motion made by Dr. Cook seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Expenditures from Special Funds. The Director submitted Special Funds List No. 16, duly certified and approved in accordance with the By-Laws, and on motion by Dr. Cook seconded by Mr. Hanson and duly passed it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. A progress report was made by the chairman. Mr. Dan A. Dollarhide, Regional Property Coordinator for the Department of Health, Education and Welfare did not visit Charleston, as was expected. Meetings, however, have been held with Mr. Peter Riddle, the department's surplus property administrator for West Virginia, and an application was filed on October 14, 1958, with the Regional Property Coordinator for Region III.

NEW BUSINESS

Public Library Trustees Regional Meeting. Trustees of public

libraries from several surrounding counties have been invited to attend a meeting to be held in the Board Room of the Kanawha County Public Library on Monday, November 17, 1958, at 1:30 p.m. A cordial invitation is extended to all members of the Library Board by Mrs. Anderson, Chairman.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. Following discussion on motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

DECEMBER 9, 1958

The regular meeting of the Library Board of the Kanawha County Public Library was held on December 9, 1958, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr Ray
Mrs Brown
Dr Cook
Mr Dickinson
Mr Stone

The President presided. The Secretary reported that a quorum was present.

The minutes of the November 4, 1958, meeting were approved.

Director's Monthly Report. The Director read nis report for the month November in which he reviewed the activities of the library. The report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees.

Book Committee - Book Selection Policy. Dr Cook, Chairman of the Book Committee, reported that a study by the committee of the library's written statement of "Policies for the Selection of Books and Related Materials" nas been completed and the committee recommends its approval and adoption. The report was ordered received and filed. It was suggested that action be deferred until the January board meeting to give members an opportunity to study the report. The Director was then instructed to send each member a copy.

Approval of Bills. The Director submitted Book Bills List No. 18 and General Bills List No. 18 duly certified an approved in accordance with the By-Laws and, on motion made by Dr Cook seconded by Mr Dickinson and duly passed, it was ordered that the bills set out on the said lists be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Expenditures from Special Funds. The Director submitted Special Funds List No. 17, duly certified and approved in accordance with the By-Laws, and on motion by Dr Cook seconded by Mr Dickinson and duly passed it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. A progress report was made by the Chairman. Following considerable discussion, it was agreed that Mr Dan A. Dollarhide, Regional Property Coordinator for the Department of Health, Education and Welfare, should be contacted again for the purpose of keeping the Library Board informed of any action or information relative to its application for the Capitol Street Federal Building. It was further agreed that Senator-Elect Jennings Randolph be informed of our efforts to obtain the building and his support solicited.

NEW BUSINESS

Nominating Committee - Library Board Vacancy. A nominating committee of Mrs Brown and Mr Stone was appointed to study and make recommendations for a nominee to fill the unexpired term of the late Colonel Walter C. Phillips which ends June 30, 1963.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. Following discussion on motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

JANUARY 6, 1959

The regular meeting of the Library Board of the Kanawha County Public Library was held on January 6, 1959, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Dr. Cook
Mr. Dickinson
Mr. Hanson
Mr. Lovenstein
Dr. Pianfetti
Dr. Riggleman
Mr. Stone
Mr. Williamson

The President presided.

Miss Ammar acted as secretary in the absence of the Director and reported that a quorum was present.

The minutes of the December 9, 1958, meeting were approved.

Director's Monthly Report. The Acting Secretary read the Director's report on the activities of the library for the month of December. The report was accepted and ordered filed and the Acting Secretary was authorized to publish parts of the reports as she might deem desirable.

Reports of Committees

Book Committee - Book Selection Policy. Dr. Cook, Chairman,

stated that each member of the Library Board has received a copy of the report of the Committee in which is embodied a statement of the proposed "Policies for the Selection of Books and Related Materials." After discussion, it was moved by Dr. Cook, seconded by Mr. Hanson and unanimously

> RESOLVED, That the report of the Book Committee be adopted as the statement of the "Policies for the Selection of Books and Related Materials" for Kanawha County Public Library.

The motion passed.

Nominating Committee - Library Board Vacancy. Miss Brown, Chairman, moved that the following resolution be adopted:

> RESOLVED, That Mrs. Eleanor (John T.) Keenan be nominated to the Library Board to fill the unexpired term of the late Colonel Walter C. Phillips which ends June 30, 1963; and
>
> RESOLVED FURTHER, That the said nomination be reported to the Board of Education of the County of Kanawha with the request that the said nominee be duly elected.

The motion passed.

Approval of Bills. The Acting Secretary submitted Book Bills No. 19 and General Bills List No. 19 duly certified and approved in accordance with the By-Laws and, on motion made by Dr. Cook seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the said lists be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Expenditures from Special Funds. The Acting Secretary

submitted Special Funds List No. 18 duly certified and approved in accordance with the By-Laws, and on motion by Dr. Cook seconded by Mr. Hanson and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Book Collection of R. C. Watts. Dr. Cook reported that Mr. R. C. Watts wishes to sell his book collection to the library. He also stated that he and the Director had seen the bibliography and felt that a further study should be made to consider its purchase. After some discussion, Mr. Stone moved that the following resolution be adopted:

> RESOLVED, That a committee of Dr. Cook, Mr. Hanson and the Director be appointed to make a further study of the R. C. Watts book collection, to evaluate it and conduct negotiations for the purchase of the collection if they are of opinion that the acquisition thereof will be for the best interests of Kanawha County Public Library, but not expend more than $1,000.00 without further authorization of the Board.

The motion passed.

Personnel and Salary Changes. The Acting Secretary submitted a list of personnel and salary changes, which are in accord with the salary scale. Following discussion on motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

FEBRUARY 10, 1959

The regular meeting of the Library Board of the Kanawha County Public Library was held on February 10, 1959, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Anderson
Dr. Cook
Mr. Dickinson
Mr. Hanson
Mrs. Keenan
Mr. Maurice
Mr. Thomas
Mr. Williamson

In the absence of the President, the Vice-President, Mr. Hanson presided and welcomed Mrs. Keenan.

The Secretary reported that a quorum was present.

The minutes of the January 6, 1959, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of January. The report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 20 and General Bills List No. 20 duly certified and approved in accordance

with the By-Laws and, on motion made by Dr. Cook seconded by Mrs. Anderson and duly passed, it was ordered that the bills set out on the said lists be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Expenditures from Special Funds. The Director submitted Special Funds List No. 19 duly certified and approved in accordance with the By-Laws, and on motion by Dr. Cook seconded by Mrs. Anderson and duly passed it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. Mr. Williamson reported on his meeting with Mr. Fred Ehle of the Charleston office of the General Services Administration. Mr. Williamson moved that the following resolution be adopted:

> WHEREAS, The property owned by the United States, commonly referred to as the U. S. Courthouse (Old), may be declared surplus and be subject to disposal for library purposes; and
>
> WHEREAS, Kanawha County Public Library, a statutory corporation created by Chapter 148 of the Acts of the Legislature of West Virginia, 1957, with its principal office and main library now situated at Lee and Hale Streets, in the City of Charleston, Kanawha County, West Virginia, desires to acquire the said property and use it for library purposes, in accordance with the requirements of the Acts of Congress pertaining to the disposition of surplus property; and
>
> WHEREAS, Kanawha County Public Library provides free library service to all residents of Kanawha County, both adults and children, and accepts and performs the

basic public library objectives as defined by the American Library Association, to-wit, that the function of a library is to, "assemble, preserve, and make easily and freely available to all people the printed and other materials that will assist them to: educate themselves continuously, keep pace with progress in all fields of knowledge, become better members of home and community, discharge political and social obligations, be more capable in their daily occupations, develop their creative and spiritual capacities, appreciate and enjoy works of art and literature, make such use of leisure time as will promote personal and social well-being and contribute to the growth of knowledge"; and

WHEREAS, The objectives of Kanawha County Public Library will be best served by the acquisition of the said U.S. Courthouse (Old), which is admirably suited for library purposes and will be used (i) as the main library building for public library service to the citizens of Charleston, South Charleston, St. Albans, Nitro, Dunbar, Clendenin, Belle and other incorporated and unincorporated areas of Kanawha County, West Virginia; (ii) in administering, promoting and extending public library services throughout Kanawha County; (iii) in collecting, organizing and making library materials available to library patrons in Kanawha County; (iv) as a respository of library materials; and (v) as the headquarters of a county-wide system of branch libraries;

NOW, THEREFORE, BE IT RESOLVED THAT, Kanawha County Public Library make application to General Services Administration of the United States for the transfer of the U.S. Courthouse (Old) to Kanawha County Public Library for library use, upon and subject to such exceptions, reservations, terms, covenants, agreements, conditions and restrictions as the General Services Administration may require in connection with the disposal of the said property under the Federal Property and Administrative Services Act of 1949, as amended, and other pertinent Acts of Congress, and the promulgated pursuant thereto; and

BE IT FURTHER RESOLVED THAT, John V. Ray, President of Kanawha County Public Library, be and he is hereby authorized, for and on behalf of Kanawha County Public Library to do and perform any and all acts and things which may be necessary to carry out the foregoing resolution, including the preparation, execution and filing of applications,

> sales agreements, reports and other documents legally required; the execution, acceptance, delivery, and recordation of agreements and other instruments pertaining to the transfer of said property; and the payment of any and all sums necessary as purchase price or as costs incurred in connection with the acquisition of the said property.

The motion was seconded by Mr. Dickinson. After discussion, a vote was taken and the motion carried.

It was the consensus of the meeting that Mr. Ehle be invited to attend the next meeting of the Library Board. Mr. Williamson was asked to extend the invitation to Mr. Ehle.

Library Board Membership. The Director reported that a letter dated February 9, 1959, had been received from the Board of Education of the County of Kanawha advising that Mrs. Eleanor Keenan had been elected to membership on the Library Board to serve the unexpired term of the late Walter C. Phillips ending June 30, 1963.

Book Collection of R. C. Watts. Dr. Cook reported that negotiations with Mr. Watts are continuing and that a final decision was expected in time for the next meeting of the Library Board.

NEW BUSINESS

Kanawha Welfare Council. The Chairman reappointed Mrs. Anderson and the Director to represent the Kanawha County Public Library on the Kanawha Welfare Council.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale.

Following discussion on motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Arthur Jarvis
Vice-President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

MARCH 10, 1959

The regular meeting of the Library Board of the Kanawha County Public Library was held on March 10, 1959, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Dr. Cook
Mr. Dickinson
Mr. Hanson
Mrs. Keenan
Mr. Maurice
Mr. Williamson

The President presided. The Secretary reported that a quorum was present.

The minutes of the February 10, 1959 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of February. Following discussion, the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Correspondence - Mrs. Mabel Delle Jones O'Brien, First Librarian. The Director read excerpts of a letter he had received from Mrs. Mabel Delle Jones O'Brien, relating to the early history of the Public

Library in Charleston. On motion by Mr. Williamson, seconded by Dr. Cook, and duly passed, the following was ordered to be inserted in the minutes of this meeting.

"February 5, 1959

"Mr. Nicholas Winowich
Director
Kanawha County Public Library
Lee and Hale Streets
Charleston, West Virginia

Dear Mr. Winowich:

"The beginning of the Charleston Public Library is one of my most treasured memories. I was young, ambitious and full of dreams - and it was my first job. It does not seem possible that I am as old as this fiftieth anniversary indicates, but I cannot argue with years and the mirror.

"I do not know how much information of value I can give you. If you have those early reports I used to write for the local papers, they will tell you of our progress better than I can recall.
....

"The year of my graduation from Library School, 1908, was in a depression period. Jobs were scarce, and as I recall I was substituting in the Gallipolis Public Library (gratis, I think) for the librarian who was ill.

"The Charleston Public Library was the project of and sponsored by the Kanawha County Book Club (I am not sure of the exact title of the club). They were a group of fine, intelligent women. One of them, Mrs. Frank Beardsley, formerly of Gallia County, Ohio, came to the Gallipolis library to consult her friend Mrs. Vanden, the librarian, to get pointers as to how to proceed with their embryo library. She, Mrs. Beardsley,

was going to try to serve as librarian until such time as they could pay someone to serve. She must have been discouraged seeing a young girl there instead of her friend of experience. She wondered if I could help. She told me they would like a graduate librarian but could not afford one. When she found I was such a person only temporarily employed, she asked if I would consider coming for a week or two to help them open the library and get them started just for my expenses. I was not proud; it sounded like an adventure to me; I had never been in the 'wilds' of West Virginia; and besides, it would give me experience while waiting for something better. So you see how, merely by chance, I became Charleston's first public librarian.

"After a few weeks of this temporary basis, the ladies still felt they needed help, and since I was available they asked me to stay, offering me a monthly salary of 40 dollars plus a free room with the John Norvells of whom I was very fond. That arrangement went on for several months, perhaps a year, when I received a call from my school to take a job in Northern Ohio, but by this time I had become an enthusiastic promoter of our library, and the Library Board made me feel I was indispensible. We were pleased with each other, and they raised my salary to 60 dollars. Those figures sound ridiculous now, but that was not too bad then. They even financed my trip to an ALA meeting in Ottawa, Canada.

"I had no staff, except voluntary help with pasting, etc. We closed the library when necessary for food and rest for the librarian. I do not remember the hours except 10A.M. opening. Later, I acquired a part-time assistant, a very gracious Mrs. B. Von Schlechtendahl. She was quick to learn the mechanics of day-to-day needs, and later after my leaving the library to take the job as librarian in the State Archives and History, she was made acting librarian.

"During my service with the library, we enjoyed the friendly publicity of the two daily papers, 'Gazette' and 'Mail.' Our library grew rapidly being given many books from private libraries; some of them we could have well done without, but they helped fill empty shelves. We had marvelous support from the townspeople and the best of cooperation from leading citizens. I recall especially the almost daily visit of Dr. Ernest Thompson, pastor of the First Presbyterean Church; he would come sit and read at our reading table as if it were the nicest place in town. His presence gave moral support and dignity to our efforts. He was a well liked minister and a favorite with the children.

"I was desk clerk, reference librarian, selector of reading matter for man, woman and child. It was a busy life, and I loved it. Our first location was one room on the ground floor of the then new YMCA building, a big cheerful room, but as the 'Y' grew we became a peripatetic library, moving first to the Old Presyterean Manse on Quarrier Street; Dr. Barber's son still occupied a part of the house. Our next move was to a room in a new store building on Virginia Street next door to the Charleston Daily Mail. This paper, as well as The Charleston Gazette, was ever helpful and published all our elaborate reports as well as writing frequent editorials promoting the library and its needs. It was from this location I went to the State job at double the salary the public library was paying me. I could well use the extra income, but I was truly loath to leave my work. I liked every part of general library work and especially the people."

* * *

Cordially,

/s/

Mabel Delle Jones O'Brien
(Mrs. Raymond H.)"

Photographs which accompanied the letter were shown.

Reports of Committees.

Book Collection of R. C. Watts. Dr. Cook reported that negotiations for the purchase of the Watts collection were still pending.

Approval of Bills. The Director submitted Book Bills List No. 21 and General Bills List No. 21 duly certified and approved in accordance with the By-Laws and, on motion made by Dr. Cook, seconded by Mr. Hanson and duly passed, it was ordered that the bills set out on the said lists be paid and that the same be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Expenditures from Special Funds. The Director submitted Special Funds List No. 20 duly certified and approved in accordance with the By-Laws, and on motion by Dr. Cook seconded by Mr. Hanson and duly passed it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building (U.S. Courthouse (Old)). The Chairman stated that Mr. Ehle of the Charleston office of the General Services Administration, who had been invited, was unable to attend the meeting, but would probably be available for the next meeting. There was some discussion about publicizing the project at this time, but no action was taken.

NEW BUSINESS

Resignation - Arthur Hanson. Mr. Arthur Hanson, Vice-President and a member of the Library Board of Directors of Kanawha County Public Library, announced that he is leaving in early Spring on a European vacation of indefinite duration. His continued absence from Charleston, he said, made it necessary that he regretfully tender his resignation as a Director and Vice-President of the Library Board. It was the unanimous opinion of the Library Board that Mr. Hanson's resignation from the Library Board would not be accepted. Mr. Maurice moved that Mr. Hanson's resignation as Vice-President be accepted and that the following resolution be adopted:

WHEREAS, Arthur Hanson as Vice-President of Kanawha County Public Library since July, 1956, has served faithfully and diligently, with ability and distinction and with the utmost capacity of interest, support, and counsel, we do hereby in our humble and sincere way, offer recognition to a man who had done much for the improvement of the Kanawha County Public Library; and,

WHEREAS, We accept with a deep feeling of regret and a sense of profound loss the resignation of Arthur Hanson as Vice-President; we are comforted by the fact that his association as a Director of the Library Board which began in 1949 will continue; and that in the immediate future he will be able to do some things he has long wished to do; therefore

BE IT RESOLVED, That although his presence will be sorely missed by us, his friends and associates wish Arthur Hanson well and Godspeed, and that he will enjoy the coming days of creative work, quiet and travel which he so richly deserves.

The motion was seconded by Mrs. Anderson, and, a vote being taken, was unanimously adopted.

Vice-Presidential Election - Roy Bird Cook. The Chairman announced that the election of a Vice-President was in order, and an election being held as provided in the By-Laws, Dr. Roy Bird Cook was elected Vice-President of Kanawha County Public Library.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. Following discussion on motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

APRIL 7, 1959

The regular meeting of the Library Board of the Kanawha County Public Library was held on April 7, 1959, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Chilton
Dr. Cook
Mrs. Keenan
Mr. Maurice
Dr. Pianfetti
Dr. Riggleman
Mr. Stone
Mr. Young

In the absence of the President, the Vice-President, Dr. Cook presided. The Secretary reported that a quorum was present.

The minutes of the March 10, 1959 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of March. The report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 22 and General Bills List No. 22 duly certified and approved in accordance with the By-Laws and, on motion made by Dr. Riggleman, seconded by

Mr. Maurice and duly passed, it was ordered that the bills set out on the said lists be paid and that the same be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Expenditures from Special Funds. The Director submitted Special Funds List No. 21 duly certified and approved in accordance with the By-Laws, and on motion by Dr. Riggleman seconded by Mr. Maurice and duly passed it was ordered that the bills set out on the said lists be paid.

NEW BUSINESS

Boulevard Lot - Resolution. Mr. Stone reported that a question had arisen in regard to ownership of the lot situate on Kanawha Boulevard, at one time generally referred to as the "Library Commission Lot," which was conveyed to Kanawha County Board of Education in 1939. After considerable discussion, on motion made by Mr. Chilton, seconded by Dr. Riggleman and duly passed, the following resolution was adopted:

> RESOLVED, That the Board of Directors of the Kanawha County Public Library, a corporation, hereby declare that Kanawha County Public Library has never asserted or claimed, and that it does not now assert or claim, any title, right or interest, legal or equitable, in or to those certain lots or parcels of land situate on Kanawha Boulevard, in the City of Charleston, Kanawha County, West Virginia, conveyed by John Laing and others, Trustees of the Library Commission, to the Board of Education of Kanawha County, West Virginia, by deed dated February 27, 1939, of record in the office of the Clerk of the County Court of said Kanawha County

in Deed Book 487, at page 493, and the President of Kanawha County Public Library is hereby authorized and empowered to execute and deliver in its name and on its behalf such deed or other writing as by him may be deemed proper and appropriate and as may be requested by the Board of Education of Kanawha County releasing, quit-claiming and forever confirming to said Board of Education, its successors and assigns, any right, title or interest of any nature whatsoever in and to said lots or parcels of land.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. Following discussion on motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Vice-President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

MAY 12, 1959

The regular meeting of the Library Board of the Kanawha County Public Library was held on May 12, 1959, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mr. Chilton
Dr. Cook
Mr. Dickinson
Mrs. Keenan
Mr. Lovenstein
Mr. Stone

The President presided. The Secretary reported that a quorum was present.

The minutes of the April 7, 1959 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of April. The report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 23 and General Bills List No. 23 duly certified and approved in accordance with the By-Laws and, on motion made by Dr. Cook, seconded by Mrs.

Anderson and duly passed, it was ordered that the bills set out on the said lists be paid and that the same be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Expenditures from Special Funds. The Director submitted Special Funds List No. 22 duly certified and approved in accordance with the By-Laws, and on motion by Dr. Cook, seconded by Mrs. Anderson and duly passed it was ordered that the bills set out on the said lists be paid.

NEW BUSINESS

Library Board Memberships. It was moved by Dr. Cook, seconded by Mr. Lovenstein that (i) Mrs. Hester Brown, for a term of six (6) years beginning July 1, 1959, (ii) Dr. John A. Pianfetti for a term of six (6) years beginning July 1, 1959, and (iii) Dr. Leonard Riggleman, for a term of six (6) years beginning July 1, 1959, be nominated to the Library Board. The motion passed. The Director was instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly elected.

Overdue Books - "No Fines." The Director proposed the idea of designating June 6, 1959 as a "no fine" or "fine free day." Collection of fines would be suspended for any Kanawha County Public Library overdue books returned to the library by delinguent borrowers. In the

discussion which followed, mention was made of the practices followed by other libraries in relation to the overdue book problem. The "no fine" or "fine free day" idea was abandoned. On motion by Mr. Chilton, seconded by Dr. Cook, and duly carried, the Director was authorized to employ a person on a trial basis, whose duty it shall be to contact delinquent borrowers for the purpose of repossessing overdue library books, the methods to be employed, the compensation and other details to be fixed by the Director.

A.L.A. Annual Conference. The Chairman reported that the American Library Association Annual Conference will be held in Washington, D. C. from June 20-26. It was moved by Dr. Cook, seconded by Mr. Stone and unanimously

> RESOLVED, That the expenses of the Director be paid and that an allowance of $50.00 be given to one staff member for attendance at the American Library Association Summer Conference in Washington, D. C. June 20-26, 1959.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John W. Ray
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

JUNE 9, 1959

The regular meeting of the Library Board of the Kanawha County Public Library was held on June 9, 1959, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mr. Chilton
Dr. Cook
Mr. Dickinson
Mrs. Keenan
Mr. Maurice
Dr. Pianfetti
Mr. Stone

The President presided. The Secretary reported that a quorum was present.

The minutes of the May 12, 1959 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of May. The report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees

50th Anniversary Committee. Mrs. Anderson reporting for the committee described the library scenes and personal efforts of those responsible for making June 3, 1959, a memorable and successful day

in the 50 year history of the Kanawha County Public Library. It was moved by Mr. Dickinson, seconded by Mr. Stone and unanimously

RESOLVED, That an expression of deep appreciation be extended to the newspapers and television stations of Charleston; namely, the Charleston Daily Mail, Charleston Gazette, WCHS-TV, WHTN-TV, and WSAZ-TV, for their splendid, generous and enthusiastic support in reporting and helping to promote a significant community event through the use of many stories, pictures and newsfilm; and

RESOLVED FURTHER, That we are grateful to Mrs. Wilson Anderson, Mrs. Hester Brown, Mrs. John Keenan, Mrs. Roy Bird Cook, Miss Virginia Ebeling, personnel of the Library Staff and to the membership of the Woman's Kanawha Literary Club for their sincere effort and keen interest; we do hereby render recognition to the ladies and gentlemen who have always done so much in the best interest of the Kanawha County Public Library; and

BE IT THEREFORE RESOLVED, That the names of persons above be recorded as Friends of the Kanawha County Public Library and that this resolution be spread upon the minutes of this meeting.

Budget Committee. Mr. Dickinson, Chairman, reported that a meeting of the committee had been postponed until a later date when it would be possible for all members to be present.

Approval of Bills. The Director submitted Book Bills List No. 24 and General Bills List No. 24 duly certified and approved in accordance with the By-Laws and, on motion made by Dr. Cook, seconded by Mr. Chilton and duly passed, it was ordered that the bills set out on the said lists be paid and that the same be transmitted for that

purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Expenditures from Special Funds. The Director submitted Special Funds List No. 23 duly certified and approved in accordance with the By-Laws, and on motion by Dr. Cook, seconded by Mr. Chilton and duly passed it was ordered that the bills set out on the said lists be paid.

UNFINISHED BUSINESS

Library Board Memberships. The Director reported that a letter, dated June 6, 1959, had been received from the Board of Education of the County of Kanawha advising that the following persons had been elected members of the Library Board for a six-year term beginning July 1, 1959:

Hester Brown
John A. Pianfetti
Leonard Riggleman

It was moved by Dr. Cook, seconded by Mrs. Anderson that the said letter be received and filed with the minutes of this meeting. The motion passed.

NEW BUSINESS

Insurance, Fire and Safety Measures. The Director reported on the amount of insurance carried by the Library for the protection of life and property. Following considerable discussion, it was the

unanimous feeling of the Library Board that safety precautions be observed at all times and that hazards, if any, be eliminated, thus assuring the patrons and the staff of the concern of the Library Building. On motion, it was resolved that insurance protection be increased, if the Chairman of the Committee on Buildings and Grounds concludes, after study of the insurance needs of the Library, that the present limits are too low; and that any questions he may have shall be submitted to the Library Board at its next meeting.

Nominating Committee. Mr. Stone moved, Dr. Cook seconded that Mr. Lovenstein be appointed chairman with Mrs. Anderson and Mr. Shonk as members of a committee to make nominations for officers for the coming year. The motion passed.

Budget - Unexpended Salaries. It was moved by Mr. Dickinson, seconded by Dr. Cook and unanimously

> RESOLVED, That the unexpended balance in the salaries account, which is the result of unfilled positions on the library staff, be spent for other necessary operating expenses.

Capitol Street Federal Building. A progress report was made by Mr. Dickinson. Following discussion, he urged board members to continue their efforts in keeping our congressmen and senators informed of the need of the Library for the building.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes which are in accord with the salary scale. On motion duly made, seconded, and carried, all the changes

were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

KANAWHA COUNTY SCHOOLS
200 Elizabeth Street
Charleston 1, W. Va.

L. K. Lovenstein
Superintendent of Schools

June 6, 1959

Mr. Nicholas Winowich, Secretary
Kanawha County Public Library Board
Lee and Dickinson Streets
Charleston 1, West Virginia

Dear Mr. Winowich:

At a meeting of The Board of Education held on June 4, 1959, the persons recommended for membership on the Library Board as outlined in your letter of May 18 was approved. This includes six-year terms for the following persons, beginning July 1, 1959:

Hester Brown
John A. Pianfetti
Leonard Riggleman

Very truly yours,

(s)

L. K. Lovenstein

LKL:ac

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 7, 1959

The Annual Meeting of the Library Board of the Kanawha County Public Library was held on July 7, 1959, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mr. Chilton
Dr. Cook
Mr. Dickinson
Mr. Lovenstein
Mr. Shonk
Mr. Stone
Mr. Williamson

The President presided. The Secretary reported that a quorum was present. The minutes of the June 8, 1959 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of June. The size of the book collection, totalling 183,412 volumes, was of interest to members present. The report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Director's Annual Report. The Director presented highlights from the Annual Report for the fiscal year ending June 30, 1959. Following discussion, it was moved by Mr. Shonk seconded by Mr. Lovenstein that the account, as presented, be accepted and that

the report in its entirety be referred to the Book Committee for study prior to its delivery to the printer and eventual publication as a document of the Kanawha County Public Library. The motion passed.

Reports of Committees.

Budget Committee. Mr. Dickinson, Chairman, submitted a proposed budget for the fiscal year 1959/1960. The Chairman stated that the Committee desired an expression from the Library Board in regard to: (i) an item in the budget which would provide a limited amount for trustees' travel expenses when attending annual conferences of the American Library Association, and (ii) a suggestion that the amount of money to be provided by the three levying bodies be substantially the same as in the past year. After full discussion, it was unanimously agreed that an item for travel expenses of trustees attending such conferences shall not be included in the budget; and that the County Court of Kanawha County, the Board of Education of the County of Kanawha and the City of Charleston shall be requested to contribute the same amounts of money respectively, as in the fiscal year, 1958/1959. It was moved by Mr. Dickinson and seconded by Mr. Stone that the budget for 1959/1960, as so amended, be adopted and that a copy thereof be attached to the minutes of this meeting. The motion passed.

Transmittal of Budget to Board of Education of the County of Kanawha, City of Charleston and County Court of Kanawha. Mr. Chilton moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1959, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 148 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Stone; and, upon a vote being taken, the motion was carried unanimously.

Mr. Chilton moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1959, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 148 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Stone; and, upon a vote being taken, the motion was carried unanimously.

Mr. Chilton moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1959, which has been approved and adopted by the Library Board, be transmitted to the County Court of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Court of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 148 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Court of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Stone; and, upon a vote being taken, the motion was carried unanimously.

Approval of Bills. The Director submitted Book Bills List. No. 25 and General Bills List No. 25 duly certified and approved in accordance with the By-laws, and on motion made by Mr. Chilton seconded by Dr. Cook

and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 24 duly certified and approved in accordance with the By-Laws, and on motion made by Mr. Chilton seconded by Dr. Cook and duly passed it was ordered that the bills set out in the said list be paid.

Building and Grounds Committee. Insurance, Public Liability and Vehicular. Dr. Cook, reporting for the committee, expressed the opinion that present public liability and vehicular insurance limits were too low and recommended that they should be increased. The present limits and the proposed changes are as follows:

Public Liability

	Each Person	Each Accident	Property Damage
Present	$100,000	$300,000	$25,000
Proposed	$300,000	$1,000,000	$25,000

Vehicular - Bookmobile and Truck

	Each Person	Each Accident	Property Damage
Present	$100,000	$300,000	$50,000
	$250,000	$500,000	$100,000

It was moved by Dr. Cook and seconded by Mr. Dickinson that the recommendations be adopted and that the limits be increased accordingly. The motion passed.

Library Staff. The Director submitted to the meeting a list of the members of the staff of Kanawha County Public Library, at the close of business on June 30, 1959, and recommended that each person be employed by Kanawha County Public Library in the position held on said date. Mr. Chilton moved that the following resolution be adopted:

> RESOLVED, That the persons whose names are set out on the list of staff members submitted to this meeting by the Director be employed in the positions which each said person held, respectively, on June 30, 1959, to serve during the pleasure of the Library Board; and
>
> RESOLVED FURTHER, That a copy of the said list submitted to this meeting of the Library Board be filed with the minutes of the meeting, as a part thereof.

The motion was seconded by Mr. Stone, and, after a discussion, a vote was taken and the motion was carried unanimously.

Election of Officers. Mr. Lovenstein, Chairman of the Nominating Committee, reported the recommendation of the committee as being that Mr. Ray, Dr. Cook and Mr. Winowich be nominated as President, Vice-President and Secretary/Treasurer of the Library Board, respectively, for a term of one year ending June 30, 1960. An election being held, the said nominees were duly elected.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

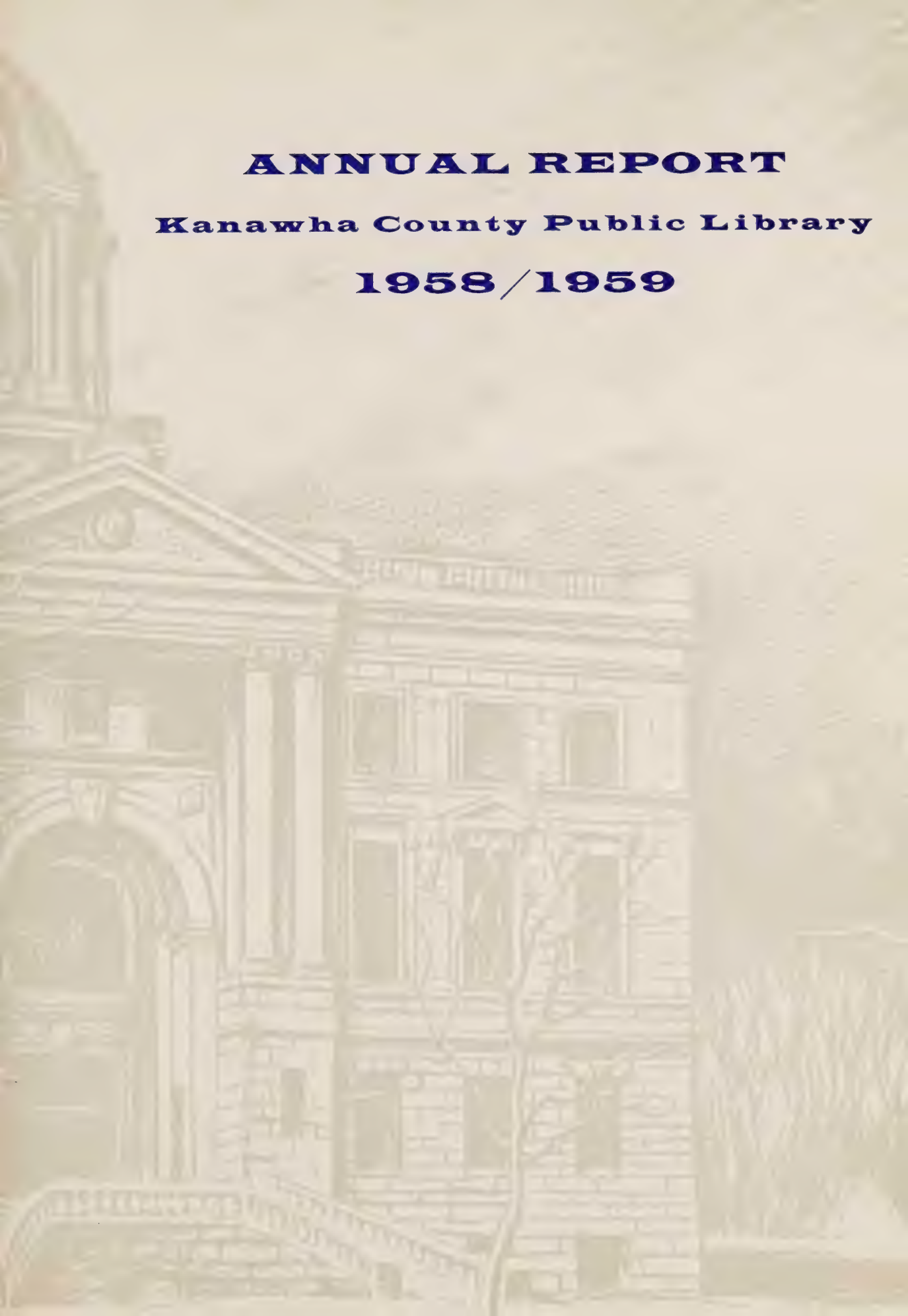
John W. Ray
President

Nicholas Winowich
Secretary

ANNUAL REPORT

Kanawha County Public Library

1958/1959



THE WORLD OF BOOKS is the most remarkable creation of man. Nothing else that he builds ever lasts. Monuments fall; nations perish; civilizations grow old and die out; and, after an era of darkness, new races build others. But in the world of books are volumes that have seen this happen again and again, and yet live on, still young, still as fresh as the day they were written, still telling men's hearts of the hearts of men centuries dead.

—Clarence Day

Our cover is from an original etching of the Kanawha County Public Library by James Swann, courtesy of Frankenberger's

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

John V. Ray, President
Roy Bird Cook, Vice-President

Margaret Anderson
Hester Brown
W. E. Chilton, III
C. C. Dickinson
Arthur Hanson
Eleanor Keenan
Sydney M. Kleeman
L. K. Lovenstein
John D. Maurice
John A. Pianfetti
Leonard Riggleman
Donald C. Shonk
A. Guy Stone
L. Newton Thomas
Charles A. Williamson
John A. Young

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Professional

Wilma Brown
Jane Brugger
Juliette Bryson
Ruth E. Figgatt
Hazel Fisher
Frances Gerard
Margaret Hilliard
Robert F. Simmons
Frances Swope

Non-Professional

Lorena Ammar
Carol Ash
Sue Copen
Marjorie Cooke
Linda Jo Dugan
LaDonna Evans
Evan Hall
Joyce Isner
Patricia Horton
Franca Martin
Paula Pfost
Mary Perriello
Nancy Ringel
Betty Sexton
Laverta Spurlock
Ninnetta Mae Thomas
Carolyn Tweedy

Building Staff

Charles B. Lander, Building Superintendent
Robert Lee Dawkins
Fred Skiles
21 Additional Part-Time Staff Members

KANAWHA COUNTY PUBLIC LIBRARY

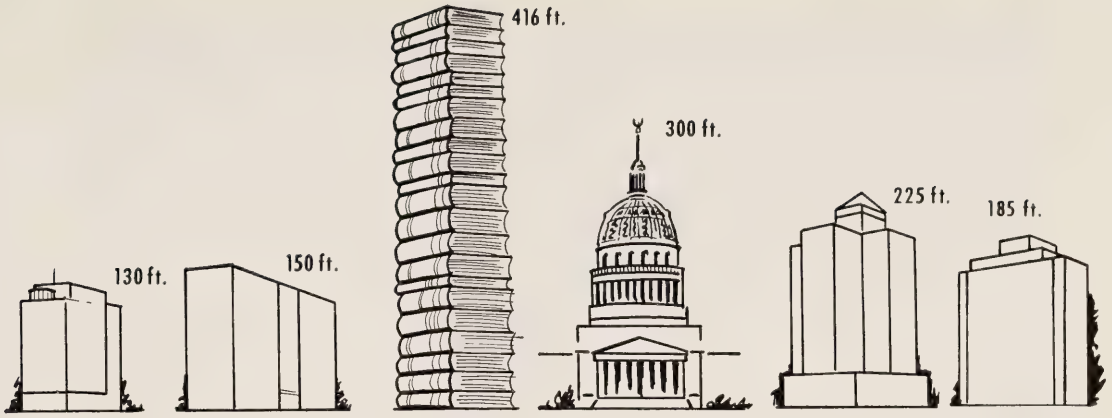
ANNUAL REPORT, 1958 / 1959

To the Library Board of the Kanawha County Public Library and community, the annual report of the public library for the period July 1, 1958, to June 30, 1959, is herewith submitted:

The Kanawha County Public Library experienced a successful year and achieved a record of which we can be proud. More books were lent to library patrons than in any previous year. In terms of numbers, nearly three-quarters of a million books were circulated to children, young people and adults, and approximately 38,000 borrowers own library cards.

Charleston to St. Albans. By way of illustration, if each book circulated from the Kanawha County Public Library last year (744,459) were placed side-by-side, estimating the thickness of an average book to be one inch, the viewer would see a solid line of almost 12 miles of books extending from Charleston to St. Albans.

Higher Than State Capitol Building. To give some idea of the average number of books lent to library users in a period of two days — if each of the 4,994 books were piled on top of the other, estimating the thickness of an average book to be one inch, the stack would reach a height of 416 feet. This is higher than the tallest building in Charleston — the 300-foot West Virginia State Capitol Building — and would overshadow in height all buildings in the area.



Below are statistics upon which the comparisons are based:

Books borrowed July, 1958—June, 1959	744,459
Length in miles (744,459 ÷ 12 = 62,038 ÷ 5,280)	11.7 miles
Books borrowed per week (744,459 ÷ 52 weeks)	14,317
Books borrowed per hour (14,317 ÷ 63 hrs. library open in week)	227
Books borrowed in 2 days (or 22 hours)	4,994
Thickness of average book	1 inch
Stack of books borrowed in 2 days	416 ft.
Height of the West Virginia State Capitol	300 ft.

The indication of wide and extensive use of the library is further substantiated by the fact that our librarians in the reference, circulation and extension departments answered 27,886 questions or 3,534 (16%) more than in the previous year. Keeping a record of inquiries, I might add, is an important part of public library service because it enables the library to gauge community reading needs and interests. No record, however, is kept of the many thousands of visitors who visit the library annually and who through the exercise of their own initiative and skill see, read and take notes from library materials instead of borrowing them for use at home.

In 1958/1959 library patrons took home a total of 744,459 books or 5 per cent more than in the previous year when 705,733 volumes were circulated.

This growth is attributed in a large measure to several factors:

1. Increased used of the library by students of elementary, high school, college and adult education classes.
2. Steady flow of more new books into the public departments and their eventual use by patron and librarian.
3. Interesting and informative exhibits publicized by the Daily Mail and Gazette attracted visitors, many of whom left the building with a brand-new library card and several books.
4. Skill, energy and interest of staff to provide the library user with the right book at the right time.

KANAWHA
COUNTY
PUBLIC
LIBRARY

BOOK COLLECTION

A record number of books were added to the library's collection in 1958/1959. During the year, 16,673 books were ordered, cataloged and physically prepared for use — an increase of 7,771 (7%) over the previous year. Of this total, it is interesting to point out that 15,472 volumes were added through purchase, that 1,095 volumes were acquired through gifts, and that 106 volumes were reinstated to the book collection after having been previously removed from inventory.

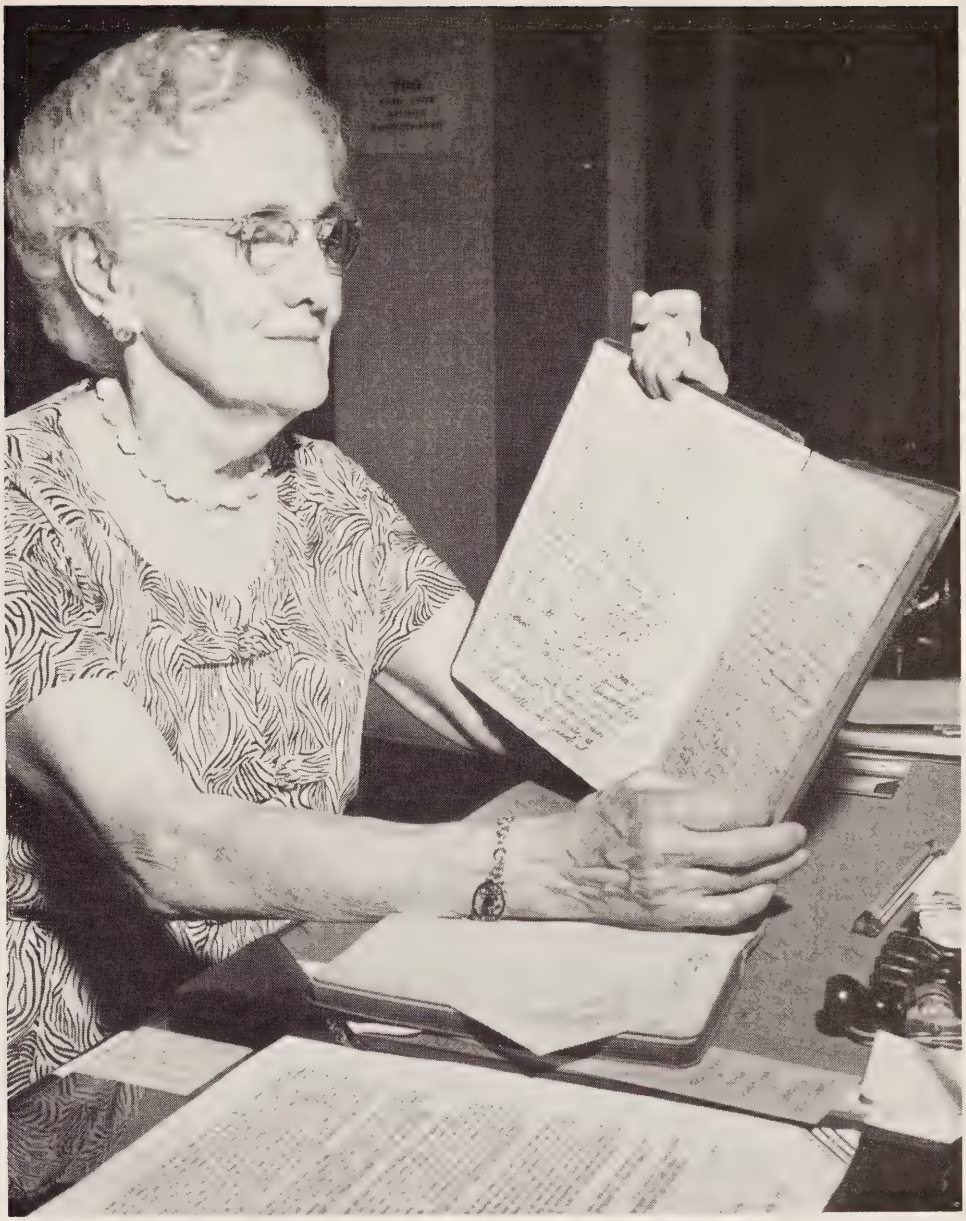
The Kanawha County Public Library has on hand, as of June 30, 1959, a total of 183,412 volumes.

Boys and Girls	29,374
Circulation	81,950
Extension	41,490
Reference	21,228
Bound Periodicals	8,340
Microfilm	1,030
	183,412

In addition to the books received last year, the library subscribed to 18 newspapers and 420 periodicals of which 142 magazines were received as gifts.

A careful and intelligent selection of books and related library materials is made so as to provide the library user with the BEST IN BOOKS that meet readers' wants, needs and tastes in all classifications — fiction, nonfiction, reference and juvenile for purposes of information, education and recreation.

The Kanawha County Public Library is an armory of books and its policy is to provide, as far as possible, the books which will meet the needs of the community, but it does not attempt to develop a complete collection of circulating and reference materials. To do so would be an obvious impossibility. When requests are received for special materials not found in our collection, the Kanawha County Public Library will borrow books on interlibrary loan. This is a common method of co-operation among libraries in which each library agrees to lend books to the other.



Mrs. O'Brien viewing the first borrowers' registration book

50th ANNIVERSARY

On June 3, 1959, a significant date in the history of the Kanawha County Public Library, the institution celebrated 50 years of public library service to Charleston and Kanawha County.

Mabel Delle Jones (Mrs. Raymond H. O'Brien) of Decatur, Georgia, the library's first librarian, and Mrs. John Norvell, of Charleston, West Virginia, charter member of the Woman's Kanawha Literary Club, whose organization promoted community action in support and establishment of a public library, were guests of honor.

The Kanawha County Public Library said "Welcome" to its many visitors with an open house and reception. Members of the Library Board,

Woman's Kanawha Literary Club and staff completed all arrangements, greeted guests and in general made June 3, 1959, a memorable occasion.

The library is grateful to the Charleston Daily Mail, Charleston Gazette, Television Station WCHS, Television Station WHTN and Television Station WSAZ for their splendid, generous and enthusiastic support in reporting and promoting a newsworthy community event through the use of many stories, pictures, interviews and newsfilm.

BUILDING

The installation of a windbreaker enclosure at the main entrance has proved to be a satisfactory and purposeful addition to the library building. Installed to subdue blasts of wintry air from entering the lobby area and adjacent rooms, the enclosure has been effective in maintaining warmth and comfort by reducing drafts and eliminating fluctuations in temperatures. Satisfaction is acknowledged by both staff and patrons. All things being equal, it is safe to assume that the enclosure contributed to the health of persons working at the return desk because absences due to cold and viruses were appreciably reduced from the previous year.

EXHIBITS

A wide assortment of exhibit materials featuring displays of books, ceramics, paintings, pictures, handicrafts and documents were attractively arranged in the lobby and circulation department. Many of the materials were lent by local people and groups, who, in instances, assisted in preparing displays. It is difficult to estimate the number of persons attracted to the library by these exhibitions. However, it seems reasonable to assume, from observations and comments, that use of exhibits fulfilled their intended purposes — to provide space where community interests and efforts can be effectively displayed in facilities easily and conveniently located while serving to stimulate worth-while reading.

READING CLUBS

Winter and summer reading clubs are very popular with boys and girls. Designed to create and stimulate reading and to develop an appreciation of books, the program continues to have the strong and enthusiastic support of parents, teachers and librarians.

Reading can be fun and does bring pleasure to participants when books and children are brought together in a spirit of leisure-time activity. Helping children learn to love reading is the ultimate purpose of the library's reading club programs.

It is estimated that 4,900 reading club members read approximately 79,000 books borrowed from the Boys and Girls and Extension departments.

Best In Books For Everyone

LIBRARY VISITS

In our efforts to introduce the wonderful world of books and to instill an appreciation of reading among school children who have little opportunity to visit the library, we encourage visits by organized kindergarten, elementary and high school classes. Depending on the age and grade level of the visitors, a tour of the library is made while showing the service each public department performs. In addition, there is a story hour and puppet show for children. Brief and simple presentations are made on how to use the card catalog and indexes, and the students are shown the general location of books and related materials.

Last year a total of 38 classes came to the library and it is estimated each group averaged 30 pupils.

LOCAL HISTORY PICTURE COLLECTION

The Kanawha County Public Library, in maintaining its responsibility of providing the community it serves with local history material through books, pamphlets, maps, magazines, newspapers, et cetera, has begun to collect photographs depicting scenes, events and personalities important in the daily life of Charleston and Kanawha County. Many glossy prints have been made available to the library by the Charleston Daily Mail and Charleston Gazette. Interested persons have also contributed to the acquisition of such materials.

GIFTS

The library is always happy to receive gifts which will add to the quality and scope of its collection. Each book added is marked with a bookplate suitably inscribed giving recognition to the individual or organization presenting the gift.

The Kanawha County Public Library received one of the notable gifts of the year from Mr. Arthur Hanson, member of the Library Board of Directors. Mr. Hanson presented, from his private collection, 36 volumes of Willa Cather first editions, several autographed; a photograph of the author with signature; and the original manuscript of John Cowper Powys' "Meaning of Culture."

Space does not permit publication of a complete list of donors who presented gift of books, magazines, phonograph records, pictures, pamphlets and other library materials, but the library is nevertheless deeply grateful to those individuals and organizations whose contributions have immeasurably enriched the collection.

NATIONAL LIBRARY WEEK

The second annual observance of National Library Week, sponsored by the National Book Committee in co-operation with the American Library Association and affiliated state library associations, was successfully celebrated in Kanawha County during the week of April 12-18, 1959.

"FOR A BETTER-READ
BETTER-INFORMED AMERIC

Full public attention to the week's celebration was assured when the Charleston Daily Mail and Charleston Gazette, Chesapeake and Potomac Telephone Company, radio and television stations, banks, restaurants and private businesses reached a wide community audience through use of stories, pictures, announcements, posters, table cards and window displays.

The library featured an outstanding exhibit of some of the oldest Bibles owned by residents of Kanawha County. One such Bible dated back to the year 1614. There were also fragments from the Dead Sea Scrolls; and a friend permitted us to show original leaves of Bibles dating back to the 1100's and 1200's.

A "better-read, better-informed America" is a necessity as well as an ideal. It is through a wide variety of reading that one can draw on what has been, what is, for the task of creating the future we want.

STAFF

Resignations were received from Mrs. Sura Bart, Librarian Assistant in the Circulation Department; and Miss Joan Hurley, Librarian Assistant in the Extension Department.

Mrs. Helen Miller, former head of Circulation, who has continued working in the library on a part-time, substitute basis, will become a full-time Librarian Assistant in the Extension Department.

It is hoped that the remaining vacancies (in circulation and boys and girls) will be filled as quickly as possible in spite of a national shortage of professionally trained librarians.

Turnover among clerical staff was at a minimum and the tenure of employees has increased.

LIBRARY BOARD

At the annual meeting on July 11, 1958, Mr. John V. Ray was elected President and Mr. Arthur Hanson was elected Vice-President of the Library Board of Directors.

Elected members of the Library Board of Directors at the annual meeting on July 11, 1958, were Mr. L. Newton Thomas, to serve the unexpired term of the late Virgil L. Flinn, and Mr. A. Guy Stone.

On February 10, 1959, Mrs. Eleanor Keenan was elected to membership on the Library Board of Directors to serve the unexpired term of the late Colonel Walter C. Phillips.

At the regular meeting of the Library Board of Directors on March 10, 1959, the resignation of Mr. Arthur Hanson as Vice-President of the Library Board of Directors was accepted with a deep feeling of regret and a sense of profound loss. Dr. Roy Bird Cook was elected Vice-President of the Library Board of Directors at its meeting on March 10, 1959.

Respectfully submitted,

Nicholas Winowich
Director

KANAWHA COUNTY PUBLIC LIBRARY

STATISTICAL REPORT

July 1, 1958—June 30, 1959

Population served: 239,629 (1950 census).

Opened to the public June 3, 1909. First library quarters located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Bookmobile (48 winter scheduled stops, 52 summer scheduled stops)	1
Fire Stations	8
Deposit Stations	Schools 58 — Schoolrooms 438
Teacher Collections	288

BOOK CIRCULATION

	1958/59	1957/58
City Circulation		
Borrowed from Main Library		
Boys and Girls Department	195,025	202,268
Circulation Department	153,349	132,673
	348,374	334,941
County Circulation		
Borrowed from Extension Department		
Bookmobile	146,604	111,182
Deposit Collection	249,481	259,610
	396,085	370,792
TOTAL ANNUAL CIRCULATION	744,459	705,733

BOOK STOCK

Number of volumes at the end of year	183,412	171,414
Number of volumes added	16,673	8,902
Number of volumes withdrawn	4,675	3,354
Number of periodicals received	420	406
Number of newspapers received	18	21

REGISTRATIONS

Total number of registered borrowers	37,895	35,878
Total number of registered during year	13,378	12,532
Children estimated to use deposit collections, in addition to the above	14,207	12,840

Time required of staff: 40 hours a week

AUDIO-VISUAL MATERIALS

Microfilm Reader	1
Record Player	1
Phonograph Record Albums—(3,756 discs)	1,759
Motion Picture Films	8
(Indefinite loan to Kanawha County Public Library)	
Microfilm (reels)	1,030
Phonograph Records Circulated	11,260

KANAWHA COUNTY PUBLIC LIBRARY

Budget 1959/1960

Salaries		
Professional	$68,600.00	
Non-Professional	60,334.00	
Substitutes	3,836.00	$132,770.00
Books		
Books	$39,700.00	
Binding	2,500.00	
Periodicals	2,500.00	$ 44,700.00
Other Expenses		
Salaries - Building	$11,200.00	
Repairs and Maintenance	2,500.00	
Utilities	5,300.00	
Service Contracts	1,000.00	
Building Supplies	1,000.00	
Office Supplies	5,050.00	
Insurance	1,198.00	
Vehicles - Repairs and Expense	2,500.00	
Vehicle	1,900.00	
Furniture and Equipment	3,275.00	
Travel	1,000.00	
Printing	695.00	
Memberships	117.00	
Contingencies	700.00	
Social Security	3,571.00	
Workmen's Compensation	88.00	$ 41,094.00
Total Operating Expenses		$218,564.00
Capital Improvements		
Building		$138,700.00
Total Budget		$357,264.00
Estimated Receipts 1959/1960		
Balance with Sheriff		$100,000.00
Board of Education		102,278.00
County Court		102,278.00
City of Charleston		44,708.00
Fines, rentals, miscellaneous receipts (estimated)		8,000.00
Total Income		$357,264.00

Position	Employee	Monthly Salary	Annual Salary
Senior Clerk, Circulation	Marjorie Cooke	$205.00	$2,460.00
Senior Clerk, Circulation	Betty Sexton	215.00	2,580.00
Messenger	To be appointed	92.50	1,110.00
Senior Clerk, Extension	Mary Perriello	205.00	2,460.00
Senior Clerk, Circulation (part-time)	Sammy Powers	102.50	1,230.00
Senior Clerk, Circulation (part-time)	Kathleen Lazare	97.50	1,170.00
Senior Clerk, Catalog and Boys and Girls	To be appointed	185.00	2,220.00
Senior Clerk, Boys and Girls	Nancy Ringel	195.00	2,340.00
Senior Clerk, Extension	Franca Martin	195.00	2,340.00
Senior Clerk, Boys and Girls	La Donna Evans	195.00	2,340.00
Bookmobile Driver	Evan Hall	305.00	3,660.00
Pages - 145 hours per week x 52 @ 85¢			6,409.00
Pages - 125 hours per week x 52 @ 75¢			4,875.00
			$60,334.00

Substitutes

1 librarian 2½ months (Circulation)	906.00
1 librarian 2½ months (Reference - Children's)	800.00
1 librarian 2½ months (Extension)	825.00
1 reference librarian - 7 hours per week - 40 weeks	625.00
1 truck driver for deposit collections and stations	442.00
1 substitute bookmobile driver	238.00
	$3,836.00

TOTAL SALARY BUDGET $132,770.00

Books

Books		
Boys and Girls	$ 6,500.00	
Circulation	13,000.00	
Director	50.00	
Extension	12,000.00	
Reference	5,000.00	
		$36,550.00
Audio-Visual	$ 1,000.00	
Binding	2,500.00	
Catalog Cards	500.00	
Continuations	1,500.00	
Periodicals	2,500.00	
Postage	150.00	
		8,150.00
		$44,700.00

Salaries - Building

Position	Employee	Monthly Salary	Annual Salary
Building Superintendent	Charles B. Lander	$320.00	$3,840.00
Janitor	Robert Dawkins	230.00	2,760.00
Janitor	Fred Skiles	230.00	2,760.00
Janitor (part-time)		100.00	1,200.00
Substitutes			640.00
			$11,200.00

Repairs and Maintenance

General repairs -	repairing fixtures, painting, improvements, removing pigeons, window safety belt anchors, etc.	$2,500.00

Utilities

Electricity	$2,780.00
Gas	1,350.00
Telephone	955.00
Sewerage	90.00
Water	125.00
	$5,300.00

Service Contracts

Fred Skiles - hauling trash - 12 months @ $20.00	$ 240.00
Gaylord Brothers - rental of charging machine for one year	50.00
General Window Cleaning - 6 months @ $52.00 - washing windows	312.00
International Business Machines - contract for electric typewriter	35.00
Orkin Exterminating Company - 12 months @ $10.00	120.00
Property Protection Company - recharging of fire extinguishers	59.00
Laird Office Equipment Company - once every 3 months @ $6.00 - mimeograph machine	24.00
Underwood Corporation - maintenance contract for 12 typewriters	160.00
	$1,000.00

Building Supplies

Fluorescent tubes and incandescent lamps	$ 300.00
Wax, steel buffing pads, brooms, mops, soap and other items	700.00
	$1,000.00

Office and Library Supplies

Office Supplies	
Stencils, inks, stationery, printed forms, and other supplies	$2,450.00
Library Supplies	
Catalog cards, application cards, book pockets, book cards, mending supplies, identification cards, and other supplies	1,000.00
Reading Clubs	
Noble Order of Bookworms, Library Club of America, Vacation Reading Club	600.00
Postage	
Postal cards and stamps	1,000.00
	$5,050.00

Insurance

	Amount Insured	One Year Premium
Building - fire	$600,000.00	$305.00
Exhibition	5,000.00	50.00
Furniture, Equipment, Shelving and Office Supplies	100,000.00	350.00
Public Liability - building 300,000/1,000,000/25,000		140.00
Vehicular		
Bookmobile - public liability and property damage 250,000/500,000/100,000		218.00
Truck - public liability and property damage 250,000/500,000/100,000		135.00
		$1,198.00

Vehicles - Repairs and Expense

Gasoline, oil, lubrication for bookmobile and truck	$1,750.00
Washing bookmobile and truck	100.00
Bookmobile maintenance and repair	500.00
Garage rental - bookmobile November - March	150.00
	$2,500.00

Vehicle

1 panel truck - nominal rating 1/2 ton; G.V.W. 8,000 lbs.	$1,900.00

Note: Present GMC 1/2 ton panel truck purchased in 1949.
Will be offered as trade-in.

Furniture and Equipment

Phonograph Record Cabinet	$ 100.00
Filing Cabinets (3 @ $150.00)	450.00
Single faced shelving (1 range of 2 sections @ $105.00)	210.00
Double faced shelving (1 range of 4 sections @ $137.50)	550.00
Counter height shelving (1 section, double-faced)	75.00
Chair (charging desk)	100.00
Stencil file	30.00
3 desks (single pedestal @ $130.00)	390.00
Dictionary stand	20.00
Office valet	50.00
Catalog drawers	600.00
Hines shelving (overflow)	700.00
	$3,275.00

Travel

Director and staff members to attend West Virginia Library Association meeting	$ 150.00
Director to attend American Library Association Midwinter Meeting	175.00
Director and staff members to attend American Library Association Annual Conference	675.00
	$1,000.00

Printing

Annual Reports - 1,000	$300.00
Bookmobile - 10,000 Fall-Winter Schedules	175.00
Welcome Wagon Folders - 2,000 copies	45.00
Bookmobile - Summer Schedule	175.00
	$695.00

Memberships

American Library Association - institutional	$112.00
West Virginia Library Association	5.00
	$117.00

Contingencies

Ad in library publications	$100.00
Miscellaneous	400.00
Legal Advertising	200.00
	$700.00

Social Security

2½ per cent on all salaries	$3,571.00

Workmen's Compensation

Amount based on Class P-7 (all employees except building staff and bookmobile driver) at 5¢ per $100.00	$63.00
Amount based on Class K-4 (building staff and bookmobile driver) 15¢ per $100.00	25.00
	$88.00

KANAWHA COUNTY PUBLIC LIBRARY

Effective July 1, 1959

Professional Staff

Position	Employee
Director	Nicholas Winowich
Chief Boys and Girls Librarian	Wilma Brown
Chief Catalog Librarian	Jane Brugger
Chief Circulation Librarian	Juliette Bryson
Chief Reference Librarian	Frances Gerard
Chief Extension Librarian	Frances Swope
Circulation Librarian	Ruth Figgatt
Circulation Librarian	Margaret Hilliard
Reference Librarian	Hazel Fisher
Preparation and Binding Librarian	Robert F. Simmons
Boys and Girls Librarian	To be appointed
Circulation Librarian	To be appointed
Extension Librarian	Helen Miller
Reference Librarian - part-time	Clarice Bailes
Reference Librarian - part-time	Mary Ellis

Non-Professional Staff

Director's Secretary	Lorena Ammar
Order Clerk	Mae Thomas
Special Clerk	Paula Pfost
Special Clerk, Extension	Joyce Isner

Non-Professional Staff (continued)

Name	Employee
Senior Clerk, Boys and Girls	La Donna Evans
Senior Clerk, Boys and Girls	Nancy Ringel
Senior Clerk, Catalog	Sue Copen
Senior Clerk, Catalog	Patricia Horton
Senior Clerk, Circulation	Marjorie Cooke
Senior Clerk, Circulation	Betty Sexton
Senior Clerk, Circulation	Carolyn Tweedy
Senior Clerk, Circulation - part-time	Kathleen Lazare
Senior Clerk, Circulation - part-time	Sammy Powers
Senior Clerk, Extension	Carol Ash
Senior Clerk, Extension	Franca Martin
Senior Clerk, Extension	Mary Perriello
Senior Clerk, Extension	Laverta Spurlock
Bookmobile Driver	Evan Hall
Page, Boys and Girls	Mary Kay Plovanich
Page, Boys and Girls	Margaret Vitiello
Page, Boys and Girls	Lynn Aschenbrenner
Page, Boys and Girls	Carol Green
Page, Boys and Girls	Beverly Hall
Page, Boys and Girls	Patricia Williamson
Page, Circulation	Samuel G. Smith
Page, Circulation	Nancy Elizabeth Clement
Page, Circulation	Agnes Mae Douglas

Non-Professional Staff (continued)

Name	Employee
Page, Circulation	Walter A. Edwards
Page, Circulation	Perry Rose
Page, Boys and Girls	Melinda Wilson
Page, Circulation	James R. Hamilton
Page, Circulation	Jerry R. Jeffrey
Page, Circulation	Thomas M. Moore
Page, Circulation	Brenda Lee Wallace
Page, Circulation	Gordon Woodyard
Page, Extension	James D. Ireland
Page, Extension	Charles E. Matheny
Page, Extension	Richard E. Tolle

Building Staff

Building Superintendent	Charles B. Lander
Janitor	Robert Dawkins
Janitor	Fred Skiles

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 4, 1959

The regular meeting of the Library Board of the Kanawha County Public Library was held on August 4, 1959, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Cook
Mrs. Anderson
Mr. Dickinson
Mr. Williamson

In the absence of the President, the Vice-President, Dr. Cook presided. The Secretary reported that a quorum was present.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of July. The report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 26 and General Bills List No. 26 duly certified and approved in accordance with the By-Laws, and on motion made by Mr. Dickinson seconded by Mrs. Anderson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 25 duly certified and approved in accordance

with the By-Laws, and on motion made by Mr. Dickinson seconded by Mrs. Anderson and duly passed it was ordered that the bills set out in the said list be paid.

NEW BUSINESS

Position Vacancy. The Director reported that a vacancy exists in the Circulation Department. He stated that Miss Alice Riley of New York City was a candidate for the position. The Director reported on Miss Riley's educational background, her library experience and appraisals of her personality and performance obtained from her references. Miss Riley was interviewed by the Director and also met with Miss Bryson, Chief Circulation Librarian. After a full discussion, the Director recommended that she be appointed.

It was moved by Mr. Dickinson, seconded by Mrs. Anderson and unanimously

> RESOLVED, That Miss Alice Riley be appointed Librarian Assistant (Circulation Department) effective September 1, 1959, at an annual salary of $4,350.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Vice-President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 8, 1959

The regular meeting of the Library Board of the Kanawha County Public Library was held on September 8, 1959, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Cook
Mrs. Anderson
Mrs. Brown
Mr. Chilton
Mr. Dickinson
Mr. Lovenstein
Dr. Riggleman

In the absence of the President, the Vice-President, Dr. Cook presided. The Secretary reported that a quorum was present.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of August. In the discussion which followed, information was presented concerning the Bradford Fund and the Library's local history picture collection. Following discussion, the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 27 and General Bills List No. 27 duly certified and approved in accordance with the By-Laws, and on motion made by Mr. Chilton seconded by Dr. Riggleman and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 26 duly certified and approved in accordance with the By-Laws, and on motion made by Mr. Chilton seconded by Dr. Riggleman, and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

(Vice-President)

Nicholas Winowich
(Secretary)

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 6, 1959

The regular meeting of the Library Board of the Kanawha County Public Library was held on October 6, 1959, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Cook
Mr. Chilton
Mr. Dickinson
Mrs. Keenan

In the absence of the President, the Vice-President, Dr. Cook presided. The Secretary reported that a quorum was present.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of September. Interest was expressed in the librarians who spoke, recently, before teacher groups meeting prior to the start of another school year. It was the feeling of the members present that a note of appreciation and recognition be extended to Miss Brown and Miss Figgatt for their efforts. Following discussion, the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 28 and General Bills List No. 28 duly certified and approved in accordance with the By-Laws, and on motion made by Mrs. Keenan seconded by Mr. Dickinson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose

by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 27 duly certified and approved in accordance with the By-Laws, and on motion made by Mr. Chilton seconded by Mr. Dickinson, and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Vice-President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 3, 1959

The regular meeting of the Library Board of the Kanawha County Public Library was held on November 3, 1959, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Cook
Mrs. Anderson
Mr. Chilton
Mr. Dickinson
Mrs. Keenan
Mr. Thomas

In the absence of the President, the Vice-President, Dr. Cook presided. The Secretary reported that a quorum was present.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of October. Following discussion the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 29 and General Bills List No. 29 duly certified and approved in accordance with the By-Laws, and on motion made by Mr. Dickinson, seconded by Mrs. Anderson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 28 duly certified and approved in accordance with the By-Laws, and on motion made by Mr. Dickinson seconded by Mrs. Anderson, and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Vice-President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 8, 1959

The regular meeting of the Library Board of the Kanawha County Public Library was held on December 8, 1959, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Mr. Chilton
Dr. Cook
Mrs. Keenan
Mr. Lovenstein
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the November 3, 1959 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of November. Following discussion the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 30 and General Bills List No. 30 duly certified and approved in accordance with the By-Laws, and on motion made by Dr. Cook, seconded by Mr. Chilton and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 29 duly certified and approved in accordance with the By-Laws, and on motion made by Dr. Cook seconded by Mr. Chilton and duly passed it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Capitol Street Federal Building. A review and discussion of events and progress were heard. Future plans were considered. It was suggested that personal contact with Senators and Congressmen be renewed and their interest in our behalf be re-awakened.

NEW BUSINESS

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John W Ray
President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 5, 1960

The regular meeting of the Library Board of the Kanawha County Public Library was held on January 5, 1960, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Dr. Cook
Mr. Dickinson
Dr. Riggleman
Mr. Stone

The President presided. The Secretary reported that a quorum was present. The minutes of the December 8, 1959 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of December. Following discussion the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 31 and General Bills List No. 31 duly certified and approved in accordance with the By-Laws, on motion made by Mr. Dickinson, seconded by Dr. Riggleman and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 30 duly certified and approved in accordance with the By-Laws, and on motion made by Mr. Dickinson seconded by Dr. Riggleman and duly passed it was ordered that the bills set out on the said list be paid.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 9, 1960

The regular meeting of the Library Board of the Kanawha County Public Library was held on February 9, 1960, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Cook
Mrs. Anderson
Mrs. Brown
Mr. Dickinson
Mr. Maurice
Mr. Lovenstein

In the absence of the President, the Vice-President, Dr. Cook presided.

Miss Ammar acted as secretary in the absence of the Director and reported that a quorum was present.

The minutes of the January 5, 1960, meeting were approved.

Director's Monthly Report. The Acting Secretary read the Director's report on the activities of the library for the month of January. The report was accepted and ordered filed and the Acting Secretary was authorized to publish parts of the report as she might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Acting Secretary submitted Book Bills List No. 32 and General Bills List No. 32 duly certified and approved in accordance with the By-Laws, on motion made by Mrs. Brown, seconded by

Mr. Maurice and duly passed, it was ordered that the bills set out on the two list be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Acting Secretary submitted Special Funds List No. 31 duly certified and approved in accordance with the By-Laws, and on motion made by Mrs. Anderson seconded by Mr. Lovenstein and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Personnel and Salary Changes. The Acting Secretary submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Vice-President

Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 8, 1960

The regular meeting of the Library Board of the Kanawha County Public Library was held on March 8, 1960, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Cook
Mrs. Anderson
Mrs. Brown
Mr. Williamson

In the absence of the President, the Vice-President, Dr. Cook presided. The Secretary reported that a quorum was present. The minutes of the February 9, 1960 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of February. Following discussion the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 33 and General Bills List No. 33 duly certified and approved in accordance with the Bylaws, on motion made by Mrs. Anderson, seconded by Mrs. Brown and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 32 duly certified and approved in accordance with the Bylaws, and on motion made by Mrs. Anderson seconded by Mrs. Brown and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Budget - Unexpended Salaries. It was moved by Mr. Williamson, seconded by Mrs. Anderson and unanimously

RESOLVED, That the unexpended balance in the salaries account, which is the result of unfilled positions on the library staff, be spent for other necessary operating expenses.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Vice-President

Nicholas Winowich
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 5, 1960

The regular meeting of the Library Board of the Kanawha County Public Library was held on April 5, 1960, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Mr. Chilton
Dr. Cook
Mrs. Keenan
Dr. Riggleman
Mr. Stone
Mr. Thomas

The President presided. The Secretary reported that a quorum was present. The minutes of the March 9, 1960 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of March. Attention was focused on the large number of books lent to library users during the previous month, as well as the substantial increase in circulations recorded by the three lending departments in the nine-month period just concluded. Following explanations concerning the manner in which books are counted, the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 34 and General Bills List No. 34 duly certified and approved in accordance with the Bylaws, on motion made by Dr. Riggleman seconded by Dr. Cook and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 33 duly certified and approved in accordance with the Bylaws, and on motion made by Dr. Riggleman seconded by Dr. Cook and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Library Board Memberships. It was moved by Dr. Cook seconded by Mr. Thomas that (i) Mrs. Margaret Anderson, for a term of six (6) years beginning July 1, 1960, (ii) Mr. William E. Chilton, III for a term of six (6) years beginning July 1, 1960, and (iii) Mr. John D. Maurice, for a term of six (6) years beginning July 1, 1960, be nominated to the Library Board. The motion passed. The Director was instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly elected.

Resignation - John A. Pianfetti. Dr. John A. Pianfetti, a member of the Library Board of Directors of Kanawha County Public Library, announced by letter, his transfer from our community to Baltimore, Maryland, where he is presently engaged in a governmental research project. He stated, since his return to Charleston was unlikely, it was with reluctance that he tender his resignation as a member of the Library Board. Dr. Cook moved that Dr. Pianfetti's resignation be accepted and that the following resolution be adopted.

WHEREAS, In the departure of Dr. John A. Pianfetti from Charleston to Baltimore, the Library Board of Directors will lose a member who has contributed much to the cause of furthering better community library service; and

WHEREAS, The Library Board of Directors wish to hereby convey and record its appreciation and recognition of Dr. John A. Pianfetti, who has served, with able and diligent capacity, as a member of the Library Board of Directors of the Kanawha County Public Library since March, 1951, therefore

BE IT RESOLVED, That we accept with a feeling of regret and personal loss the resignation of Dr. John A. Pianfetti and that the resolution be spread upon the minutes of this meeting.

The motion was seconded by Mr. Thomas and, a vote being taken, was unanimously adopted.

Nominating Committee - Library Board Vacancy. A nominating committee of Mrs. Brown and Mr. Stone was appointed to study and make recommendations for a nominee to fill the unexpired term of Dr. John A. Pianfetti which ends June 30, 1965.

Book Damage and Loss by Fire and Water. The Chairman brought to the meeting a magazine article entitled, "Norwood Book Burning," which appeared in several library periodicals. The Director was asked to review the contents of the article which in essence is as follows: many librarians held to the theory that books packed tightly on shelves do not burn easily and that damage by water is a greater hazard that damage by flames. With the cooperation of the New York and Providence Public Libraries, Factory Mutual Insurance Company, through its research department, set about to conduct the experiment. Fourteen thousand discarded books, placed on metal shelving were set afire. Within nine minutes, approximately 80 per cent of the books were destroyed by flames. In a second test, making use of automatic sprinklers, flames were extinguished completely within 12 minutes. There was some water and fire damage evident, but none was

irreparably damaged. The experiment revealed that books do burn and easily; but flames can be quickly controlled by an efficient sprinkler system.

Following discussion, the Chairman appointed Mr. Thomas to the insurance committee and the Director was asked to make inquiry regarding the microfilming of the library's shelf list holdings (inventory).

St. Albans Public Library. The Chairman reported on a recent conversation he had with Mr. W. J. Frink of the St. Albans Library Board of Directors. After considerable discussion, a committee of Mr. A. Guy Stone, Chairman, Mrs. John T. Keenan, and Mr. W. E. Chilton, III was appointed to meet with a committee of the St. Albans Public Library for the purpose of discussing the assistance which St. Albans Public Library would like to have from Kanawha County Public Library in connection with the future operation of the St. Albans Public Library.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. Following discussion on motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 10, 1960

The regular meeting of the Library Board of the Kanawha County Public Library was held on May 10, 1960, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Cook
Mr. Chilton
Mrs. Keenan
Dr. Riggleman
Mr. Williamson

In the absence of the President, the Vice-President, Dr. Cook presided. The Secretary reported that a quorum was present. The minutes of the April 5, 1960, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of April. Following discussion the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 35 and General Bills List No. 35 duly certified and approved in accordance with the Bylaws, and on motion made by Dr. Riggleman seconded by Mr. Williamson and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 34 duly certified and approved in accordance with the Bylaws, and on motion made by Dr. Riggleman seconded by Mr. Williamson and duly passed, it was ordered that the bills set out on the said list be paid.

UNFINISHED BUSINESS

Library Board Memberships. The Director reported that a letter dated April 19, 1960, had been received from the Board of Education of the County of Kanawha advising that the following persons had been elected members of the Library Board for a six-year term beginning July 1, 1960:

Margaret Anderson
W. E. Chilton, III
John D. Maurice

It was moved by Dr. Riggleman seconded by Mrs. Keenan that the said letter be received and filed with the minutes of this meeting. The motion passed.

NEW BUSINESS

Position Vacancy. The Director reported that a vacancy exists in the Circulation Department. He stated that Mrs. Alice Gygax was a candidate for the position. The Director reported on Mrs. Gygax's educational background, her library experience and appraisals of her personality and performance. Mrs. Gygax was interviewed by the Director and also met with Miss Bryson, Chief Circulation Librarian. After a full discussion, the Director recommended that she be appointed.

It was moved by Mrs. Keenan seconded by Mr. Williamson and unanimously

RESOLVED, That Mrs. Alice Gygax be appointed Librarian Assistant (Circulation Department) effective July 1, 1960, at an annual salary of $4,350.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scales. On motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

Vice-President

Nicholas Winowich
Secretary

KANAWHA COUNTY SCHOOLS
200 Elizabeth Street
Charleston 1, W. Va.

L. K. Lovenstein
Superintendent of Schools

April 19, 1960

Mr. Nicholas Winowich, Secretary
Kanawha County Public Library Board
Kanawha County Public Library
Charleston, West Virginia

Dear Mr. Winowich:

At a meeting of The Board of Education held on April 14, the following persons were approved by The Board of Education for six-year terms on the Library Board, beginning July 1, 1960:

Mrs. Margaret Anderson
William E. Chilton, III
John D. Maurice

The Board approved the persons unanimously and were impressed with the calibre of people serving on the Library Board.

Cordially yours,

(s)
L. K. Lovenstein

LKL:ac

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 14, 1960

The regular meeting of the Library Board of the Kanawha County Public Library was held on June 14, 1960, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Anderson
Mr. Chilton
Mr. Dickinson
Mrs. Keenan

The President presided. The Secretary reported that a quorum was present. The minutes of the May 10, 1960, meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of May. Following discussion, the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Reports of Committees.

Budget Committee. Mr. Dickinson, Chairman of the Budget Committee, reported and submitted a proposed budget for the fiscal year 1960/1961. Meetings of the Budget Committee were held on June 9 and June 13, 1960. Following explanation of the document and discussion, it was moved by Mrs. Anderson and seconded by Mrs. Keenan that the budget for 1960/1961 be adopted, and a copy thereof be attached to the minutes of this meeting. The motion passed.

Transmittal of Budget to Board of Education of the County of Kanawha, City of Charleston and County Court of Kanawha. Mr. Dickinson moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1960, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 148 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Chilton and upon a vote being taken the motion carried unanimously.

Mr. Dickinson moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1960, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 148 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Chilton and upon a vote being taken the motion carried unanimously.

Mr. Dickinson moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1960, which has been approved and adopted by the Library Board, be transmitted to the County Court of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Court of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 148 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required to furnish public library service, as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Court of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Chilton and upon a vote being taken the motion carried unanimously.

In transmitting the budget documents to the three levying bodies, it was suggested that the presentation thereof be made in person by the president and/or members of the Budget Committee.

Approval of Bills. The Director submitted Book Bills List No. 36 and General Bills List No. 36 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Dickinson seconded by Mrs. Keenan and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 35 duly certified and approved in accordance with the Bylaws, and on motion made by Mr. Dickinson seconded by Mrs. Keenan and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Nominating Committee. Mr. Chilton moved, Mr. Dickinson seconded, that Mr. Lovenstein be appointed chairman with Mrs. Anderson and Mr. Shonk as members of a committee to make nomination for officers for the coming year. The motion passed.

Air Conditioning. The Director reported on the necessity for air conditioning certain areas of the library building. Following discussion, it was moved by Mr. Dickinson and seconded by Mrs. Anderson that the project be referred to a Special Committee composed of the members of the Building and Grounds Committee and Mr. Dickinson, Mr. Chilton and Mr. Thomas, with instructions to proceed as

rapidly as possible, and with authority to act, after receiving at least two separate bona fide bids for the work, provided the completed installation cost does not exceed $10,000. The motion passed.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

President

Secretary

KANAWHA COUNTY PUBLIC LIBRARY

Budget 1960/1961

Salaries		
Professional	$73,200	
Non-Professional	64,364	
Substitutes	3,267	
		$140,831
Books		
Books	$43,250	
Binding	4,000	
Periodicals	2,500	
		$ 49,750
Other Expenses		
Salaries - Building	$11,650	
Repairs and Maintenance	2,500	
Utilities	5,545	
Service Contracts	1,011	
Building Supplies	1,000	
Office and Library Supplies	5,800	
Insurance	916	
Vehicles - Repairs and Expense	2,360	
Vehicle	-------	
Furniture and Equipment	1,708	
Travel	850	
Printing	720	
Memberships	120	
Contingencies	1,025	
Social Security	4,000	
Workmen's Compensation	95	
		$ 39,300
Total Operating Expenses		$229,881
Capital Improvements		
Building		$175,000
Total Budget		$404,881
Estimated Receipts 1960/1961		
Balance with Sheriff		$138,700
Board of Education		105,732
County Court		105,732
City of Charleston		46,217
Fines, rentals, miscellaneous receipts (estimated)		8,500
		$404,881

KANAWHA COUNTY PUBLIC LIBRARY

Salary Budget 1960/1961

Position	Employee	Monthly Salary	Annual Salary
Director	Nicholas Winowich	$725.00	$ 8,700.00
Chief, Boys and Girls Librarian	Wilma Brown	500.00	6,000.00
Chief, Catalog Librarian	Jane Brugger	500.00	6,000.00
Chief, Circulation Librarian	Juliette Bryson	566.66	6,800.00
Chief, Reference Librarian	Frances Gerard	462.50	5,550.00
Chief, Extension Librarian	Frances Swope	529.16	6,350.00
Circulation Librarian	Ruth Figgatt	433.33	5,200.00
Circulation Librarian	Margaret Hilliard	433.33	5,200.00
Circulation Librarian	Alice Gygax	383.33	4,600.00
Preparation and Binding Librarian	Robert F. Simmons	379.16	4,550.00
Reference Librarian	Hazel Fisher	408.33	4,900.00
Extension Librarian	Helen Miller	395.83	4,750.00
Boys and Girls Librarian	To be appointed	383.33	4,600.00
			$73,200.00

Non-Professional Staff

Director's Secretary	Lorena Ammar	$369.58	$ 4,435.00
Order Clerk	Mae Thomas	258.33	3,100.00
Special Clerk, Office	Barbara Steele	233.33	2,800.00
Special Clerk, Extension	Laverta Spurlock	243.33	2,920.00
Senior Clerk, Extension	Gladys Matthews	200.00	2,400.00
Senior Clerk, Extension	Sharon Workman	200.00	2,400.00
Senior Clerk, Extension	Mary Perriello	215.00	2,580.00
Senior Clerk, Extension	Franca Martin	207.50	2,490.00

Position	Employee	Monthly Salary	Annual Salary
Senior Clerk, Catalog	Joyce Isner	$230.00	$ 2,760.00
Senior Clerk, Catalog	Gloria Carte	200.00	2,400.00
Senior Clerk, Boys and Girls (new position)	To be appointed	200.00	2,400.00
Senior Clerk, Circulation	Betty Sexton	222.50	2,670.00
Senior Clerk, Circulation	Ruth Casdorph	200.00	2,400.00
Senior Clerk, Circulation	Marjorie Kinder	215.00	2,580.00
Senior Clerk, Circulation (part-time)	Kathleen Lazare	103.75	1,245.00
Senior Clerk, Circulation (part-time)	Carole Crawford	100.00	1,200.00
Senior Clerk, Boys and Girls	LaDonna Evans	207.50	2,490.00
Senior Clerk, Boys and Girls	Nancy Ringel	207.50	2,490.00
Senior Clerk, Boys and Girls and Catalog	Ann McCormick	200.00	2,400.00
Bookmobile Driver	Evan Hall	320.00	3,840.00
Messenger	Floyd Bowen	90.00	1,080.00
Pages - 145 hours per week x 52 @ 85¢			6,409.00
Pages - 125 hours per week x 52 @ 75¢			4,875.00
			$64,364.00

Substitutes

1 librarian 2 1/2 months (circulation)	$ 975.00
1 librarian 2 1/2 months (reference)	975.00
1 librarian 2 1/2 months (extension)	860.00
1 truck driver for deposit collections	167.00
1 substitute bookmobile driver	290.00
	$ 3,267.00
TOTAL SALARY BUDGET	$140,831.00

Books

Books		
Boys and Girls	$ 7,500.00	
Circulation	14,000.00	
Director	100.00	
Extension	13,000.00	
Reference	5,000.00	
		$39,600.00
Audio-Visual	$ 1,500.00	
Binding	4,000.00	
Continuations	2,000.00	
Periodicals	2,500.00	
Postage	150.00	
		10,150.00
		$49,750.00

Salaries - Building

Position	Employee	1960/1961	1959/1960	Increase (Decrease)	%
Building Superintendent	Charles B. Lander	$4,080	$3,840	$240	6%
Janitor	Robert Dawkins	2,940	2,760	180	7%
Janitor	Fred Skiles	2,940	2,760	180	7%
Janitor (part-time)	Moses Adams	1,290	1,200	90	8%
Substitutes		400	640	(240)	(38%)
		$11,650	$11,200	$450	4%

Repairs and Maintenance

General repairs -	repairing fixtures, painting, improvements, removing pigeons, etc.	$2,500.00

Utilities

Electricity	$2,700.00
Gas	1,500.00
Telephone	955.00
Sewerage	195.00
Water	195.00
	$5,545.00

Service Contracts

Fred Skiles - hauling trash - 12 months @ $20.00	$ 240.00
Gaylord Brothers - rental of charging machine for one year	50.00
General Window Cleaning - 6 months @ $52.00 - washing windows	312.00
International Business Machines - maintenance contract for electric typewriter	35.00
Orkin Exterminating Company - 12 months @ $10.00	120.00
Property Protection Company - recharging of fire extinguishers	30.00
Laird Office Equipment Company - once every 3 months @ $6.00 - mimeograph machine	24.00
Royal McBee Corporation - maintenance contract for 12 typewriters	150.00
Thermo-Fax Sales, Inc. - maintenance contract for Thermo-Fax Copier	35.00
Monroe Calculating Machine Company - maintenance contract for adding machine	15.00
	$1,011.00

Building Supplies

Fluorescent tubes and incandescent lamps	$ 300.00
Wax, steel buffing pads, brooms, mops, soap and other items	700.00
	$1,000.00

Office and Library Supplies

Office Supplies	
Stencils, inks, stationery, printed forms, and other supplies	$1,000.00
Library Supplies	
Catalog cards, application cards, book pockets, book cards, mending supplies, identification cards, and other supplies	2,900.00
Reading Clubs	
Noble Order of Bookworms, Library Club of America, Vacation Reading Club	600.00
Postage	
Postal cards, stamped envelopes and stamps	1,300.00
	$5,800.00

Insurance

	Amount Insured	One year Premium
Building - fire	$600,000.00	$305.00
Exhibition	5,000.00	50.00
Fine Arts - Paintings	3,950.00	16.00
Public Liability - building 300,000/1,000,000/25,000		105.00
Vehicular		
Bookmobile - public liability and property damage 250,000/500,000/100,000		265.00
Truck - public liability and property damage 250,000/500,000/100,000		175.00
		$916.00

Vehicles - Repairs and Expense

Gasoline, oil and lubrication for bookmobile and truck	$1,200.00
Washing bookmobile and truck	260.00
Bookmobile and truck - maintenance and repair	900.00
	$2,360.00

Furniture and Equipment

Catalog drawers	$ 500.00
Hines shelving (overflow)	700.00
1 desk (secretarial)	200.00
1 book truck	93.00
1 typewriter	215.00
	$1,708.00

Travel

Director and staff members to attend West Virginia Library Association meeting	$175.00
Director to attend American Library Association Midwinter Meeting	175.00
Director and staff members to attend American Library Association Annual Conference	500.00
	$850.00

Printing

Annual Reports - 1,000	$400.00
Bookmobile - 10,000 Fall-Winter Schedules	160.00
Bookmobile - 10,000 Summer Schedules	160.00
	$720.00

Memberships

American Library Association	$115.00
West Virginia Library Association	5.00
	$120.00

Contingencies

Ad in library publications	$ 50.00
Miscellaneous	400.00
Legal Advertising	200.00
Audit	375.00
	$1,025.00

Social Security

3% on earnings up to $4,800	$4,000.00

Workmen's Compensation

Amount based on Class P-7 (all employees except building staff and bookmobile driver) at 5¢ per $100.00	$69.00
Amount based on Class K-4 (building staff and bookmobile driver) 15¢ per $100.00	26.00
	$95.00

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 8, 1960

The Annual Meeting of the Library Board of the Kanawha County Public Library was held on July 8, 1960, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Brown
Dr. Cook
Mr. Lovenstein
Mr. Stone
Mr. Thomas
Mr. Williamson

The President presided. The Secretary reported that a quorum was present. The minutes of the June 14, 1960 meeting were approved.

Director's Monthly Report. The Director read his report on the activities of the Library for the month of June. Following discussion, the report was accepted and ordered filed and the Director was authorized to publish parts of the report as he might deem desirable.

Director's Annual Report. The Director presented highlights from the Annual Report for the fiscal year ending June 30, 1960. Following discussion, it was moved by Mr. Thomas seconded by Mr. Williamson that the report, as presented, be accepted; that copies be sent to each member of the Library Board, and that the report in its entirety be referred to the Book Committee for study prior to its delivery to the printer and eventual publication as a document of the Kanawha County Public Library. The motion passed.

Reports of Committees. There were no committee reports.

Approval of Bills. The Director submitted Book Bills List No. 37 and General Bills List No. 37 duly certified and approved in accordance with the Bylaws, and on motion made by Dr. Cook seconded by Mrs. Brown and duly passed, it was ordered that the bills set out on the two lists be paid and that the said bills be transmitted for that purpose by the Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Director submitted Special Funds List No. 36 duly certified and approved in accordance with the Bylaws, and on motion made by Dr. Cook seconded by Mrs. Brown and duly passed it was ordered that the bills set out on the said list be paid.

NEW BUSINESS

Election of Officers. Mr. Lovenstein, Chairman of the Nominating Committee, reported the recommendation of the Committee as being that Mr. Ray, Dr. Cook, and Mr. Winowich be nominated as President, Vice-President, and Secretary/Treasurer, of the Library Board, respectively, for a term of one year ending June 30, 1961. There were no other nominations, and an elections being held, the said nominees were duly elected.

Personnel and Salary Changes. The Director submitted a list of personnel and salary changes, which are in accord with the salary scale. On motion duly made, seconded, and carried, all the changes were ratified, approved and confirmed.

There being no further business, the meeting on motion adjourned.

John Ray
President

Nicholas Winowich
Secretary

ANNUAL REPORT

1959/1960

Kanawha County Public Library

Charleston, West Virginia

KANAWHA COUNTY PUBLIC LIBRARY
Board of Directors

John V. Ray, President
Roy Bird Cook, Vice-President

Margaret Anderson
Hester Brown
W. E. Chilton, III
C. C. Dickinson
Arthur Hanson
Eleanor Keenan
Sydney M. Kleeman
L. K. Lovenstein
John D. Maurice
John A. Pianfetti
Leonard Riggleman
Donald C. Shonk
A. Guy Stone
L. Newton Thomas
Charles A. Williamson
John A. Young

Nicholas Winowich, Library Director and Secretary of the Board

LIBRARY STAFF

Professional

Wilma Brown
Jane Brugger
Juliette Bryson
Ruth E. Figgatt
Hazel Fisher
Frances Gerard
Margaret Hilliard
Helen Miller
Robert F. Simmons
Frances Swope

Non-Professional

Lorena Ammar
Gloria Carte
Marjorie Cooke
LaDonna Evans
Joyce Grandon
Evan Hall
Joyce Isner
Patricia Horton
Franca Martin
Gladys Matthews
Ann McCormick
Mary Perriello
Nancy Ringel
Betty Sexton
Laverta Spurlock
Barbara Steele
Ninnette Mae Thomas
Ruth Thomas
Carolyn Tweedy
Sharon Workman

Building Staff

Charles B. Lander, Building Superintendent

Robert Lee Dawkins
Fred Skiles

21 Additional Part-time Staff Members

ANNUAL REPORT, 1959/1960

To the Library Board of Directors of the Kanawha County Public Library -

The Director's annual report for the period July 1, 1959 to June 30, 1960 is herewith submitted:

USE OF THE KANAWHA COUNTY PUBLIC LIBRARY

During this year a total of 822,910 books was circulated for home use, representing an increase of 78,451 books or ten and one-half percent over the previous year's total of 744,459 books.

The use of library materials has increased substantially during the last decade as shown on the following table of circulation figures. The total increase for the ten year period is 73%.

TABLE 1. A DECADE OF BOOK CIRCULATION

Year	Annual Circulation	Year	Annual Circulation
1950/1951	475,425	1955/1956	677,965
1951/1952	491,123	1956/1957	723,836
1952/1953	447,485	1957/1958	705,733
1953/1954	496,834	1958/1959	744,459
1954/1955	671,596	1959/1960	822,910

Enrollment of library borrowers reached an all-time high during the past year. The 40,397 registered borrowers indicates that one person in six in Kanawha County holds a library card, which may be renewed every

three years. In addition to these regular registrations, it is estimated that 15,500 grade and junior high school students make use of the library's deposit collections which consist of carefully selected and graded books placed on semester loan in those classrooms where the teachers have requested service.

The increase in the number of registered borrowers during the past ten years is fifty-nine percent as shown by the following table of registration figures.

TABLE 2. A DECADE OF LIBRARY REGISTRATIONS

Year	Total	Year	Total
1950/1951	25,470	1955/1956	31,424
1951/1952	25,632	1956/1957	33,698
1952/1953	25,267	1957/1958	35,878
1953/1954	26,969	1958/1959	37,892
1954/1955	29,130	1959/1960	40,397

BOYS AND GIRLS DEPARTMENT

One word describes the work of the Boys and Girls Department during the past year - expansive. This department has reached out and offered its services to more juvenile library users than ever before, including schools, college classes, teachers, parent-teacher groups and many other community organizations. Miss Brown reports that the year has been

exciting, successful and rewarding.

Service to children includes a systematic program of instruction on the proper use of the card catalog and on the care and use of library materials, suggestions of suitable books to meet the varied but individual needs and reading tastes of young readers, and assistance to those interested in remedial reading problems. The department librarian also gives book talks, conducts story hours and puppet shows, sponsors reading club activities, and visits classrooms throughout the county school system.

Special exhibits and displays are arranged in the children's room during each month of the year. One of the high school pages has made an outstanding contribution to this project through her especially designed posters and talented art work.

Library sponsored reading club programs continue to meet with enthusiastic response. Two schools were represented with 100% enrollment. Oakwood School in South Hills was awarded the Library Club of America pennant for having the largest number of pupils who read 36 or more books.

BUILDING AND GROUNDS

The reconditioning of library windows received special attention. After careful inspection, it was observed that many windows, particularly those on the upper two stories, were not in the best of condition, and it was therefore necessary to take appropriate action. Worn window frames were replaced and cracked panes were removed and new glass installed. To eliminate rattling, new window locks were added where necessary. In many

instances, old and brittle putty was replaced with fresh material.

Additional units of shelving were installed in the Circulation, Extension, and Reference Departments as well as in storage areas.

A damaged section of the sidewalk on the busy corner of Lee and Hale Streets was replaced.

The installation of another storm door enclosure was completed - this one at the Hale Street entrance. The ground floor area - the hallway, the stair well, catalog rooms and business office - is now relatively free of cold spots and drafts, thus assuring library patrons and staff a greater degree of comfort during the winter months.

CATALOG DEPARTMENT

During the year just past the Catalog Department received, cataloged, and processed a total of 17,522 volumes. Book acquisitions by purchase, numbered 16,404; by gift, 1,012; and 106 titles were reinstated to the collection after having been previously removed from inventory through loss.

As of June 30, 1960, the Kanawha County Public Library had on hand a total of 192,064 volumes. These include:

Boys and Girls	31,979
Circulation	82,012
Extension	46,111
Reference	22,420
Bound Periodicals	8,456
Microfilm	1,086
Total	192,064 volumes

In addition to the above, there are 17,922 uncataloged pamphlets, covering an extensive range of subjects. The library's collection of 20,129 mounted pictures is also arranged by subject. Subscriptions, including duplicate titles, are entered for 402 periodicals and 22 newspapers which are received at regular intervals. Five of the latter and 115 of the former are gifts.

CIRCULATION DEPARTMENT

The Circulation Department, the backbone of any public library, has been greatly improved during the year 1959/1960.

A great deal of time and energy was devoted to the weeding process. Obsolete items were discarded or replaced with later editions and worn but standard books were sent to the bindery and restored. As a result of the weeding process, the staff has become more familiar with the book collection, and more aware of its strengths and weaknesses. Some gaps in the collection which were discovered in this process have been filled in through the purchase of new books.

The phonograph collection is used extensively not only by the casual listener, but also by the purposeful library user. Many teachers, for example, use the record collection as an adjunct to classroom teaching.

Several pieces of furniture have been added to house the expanding collection of library materials; a new phonograph record cabinet, several units of filing cabinets for pamphlet and picture acquisitions, and a number of single and double-faced ranges of shelving for the fiction and non-fiction sections have been installed.

The library invites and encourages organized school groups of classroom size to visit so that the students may become familiar with its services and facilities as well as its location.

Mrs. Alice Gygax, of Belle, was appointed librarian assistant in the department. Having worked previously as public, special and school librarian, Mrs. Gygax brings a wealth of experience to her present position.

EXTENSION DEPARTMENT

The bookmobile carries public library service to people in the otherwise unserved sections of the 913 square miles of Kanawha County. In 249 days the "library on wheels" traveled a distance of 12,043 miles and made 1,058 regularly scheduled stops at 91 locations. From it, a total of 156,101 books were circulated to children, young people and adults. Library cards were issued to 2,805 persons which now brings the number of registered bookmobile borrowers to 7,393, 5,213 of whom are children.

The department's mainstay, the bookmobile, receives regular, periodic maintenance inspections for minor repairs and adjustments, thus insuring maximum operation of the vehicle at a consistently high standard of safety.

Mrs. William Miller, who served at one time as head of the library's circulation department, became librarian assistant in the department on September 1, 1959.

A total of 24,824 books were placed on loan in 448 classrooms in 61 schools in the county. In addition, there were 2,850 volumes on loan to the St. Albans Public Library, 695 of which were sent in the year just concluded. In the South Charleston Public Library, there were 1,700 books placed on loan, 629 of which were placed in February, 1960.

REFERENCE DEPARTMENT

Despite illnesses and unavoidable absences affecting the department head and librarian assistant, reference service remained at a consistently satisfactory level. This was made possible only through the excellent work and cooperation rendered by other members of the library staff.

Rearrangement of various pieces of furniture and equipment, together with the installation of additional units of shelving in the room overlooking Lee and Dickinson Streets, have alleviated the book storage problem in the department for several years to come.

A total of 31,805 reference and information questions were asked during the year; 4,037 of these requests were made by telephone. This service compares favorably with that of the previous year when 27,886 questions were asked, 3,963 of which were telephone inquiries.

CONFERENCES

The West Virginia Library Association held its 44th annual conference in Huntington on October 16 through 19, 1959. The library director, Nicholas Winowich, was elected president for a term of one year.

The first of two workshops sponsored by the West Virginia Library Commission for public library trustees and librarians was held in Charleston on November 20 and 21, 1959. The second of these workshops was also held in Charleston on May 13 and 14, 1960. The director, the members of the library board, and staff members attended and participated in the programs.

Thomas Jefferson Junior High School was the scene of interested activity on the night of November 16, 1959, when students of Kanawha County Schools, their parents, and discussion leaders inaugurated their annual career conference. At the invitation of the sponsors of the conference, the library director and Miss Juliette Bryson, head of circulation, attended and acquainted those present with librarianship as a career. Packets of enlightening materials were distributed to those in attendance.

INTERLIBRARY LOAN

In the course of a year's time, one can expect a certain number of library users to ask for certain and specific book titles which, by their very nature, are not available at the time when the requests are made. Subject content, shelf space, cost of book, publishing enterprise, book selectivity, size and scope of the collection are factors precluding acquisition.

When a request is made at the Reference Desk for a title not owned by us, last year there were 57, we in effect say, "Sorry, we do not have that book in our collection." "However, we will try to get if for you from another library on an interlibrary loan." Almost always, the answer is yes and the process is then placed into motion.

What is interlibrary loan? Interlibrary loan is a courtesy extended by one library to another for the loan of books. By means of this service, the Kanawha County Public Library is able to arrange loans of books from library institutions all over the U.S.--with exceptions, of course.

The Kanawha County Public Library must abide by the terms of loan as established by the lending library. They include:

Length of Loan Period. The lending library will indicate how long a borrowed item may be kept. The borrowed item must be returned to the lending library on or before the due date.

Extension of Loan Period. If a borrowed item is needed longer than the loan period granted, an extension must be requested one week before the due date of the item.

Recall. If needed, any item borrowed is subject to recall by the lending library before the original due date.

Other Restrictions. The Kanawha County Public Library must abide by any other restrictions the lending library may impose. Occasionally, a lending library will request that the material loaned be restricted to use within the Kanawha County Public Library. Rare books, fiction and very recent "best-seller" books are not available on interlibrary loan.

Cost. Charges are made to cover mailing and to provide insurance coverage. The amount is usually small.

LIBRARY BOARD

At the annual meeting of the Library Board of Directors on July 7, 1959, Mr. John V. Ray was elected President and Dr. Roy Bird Cook Vice-President.

A committee of Mr. A. Guy Stone, Chairman, Mrs. John T. Keenan, and Mr. W. E. Chilton, III, was appointed to meet with a committee of the St. Albans Public Library for the purpose of discussing the assistance which

St. Albans Public Library would like to have from the Kanawha County Public Library in connection with the future operation of the St. Albans Public Library.

The resignation of Dr. John A. Pianfetti was accepted with regret at the regular monthly meeting of the Library Board of Directors on April 5, 1960.

Mrs. Margaret Anderson, Mr. W. E. Chilton, III, and Mr. John D. Maurice were re-elected for six year terms expiring July 1, 1966, at the regular May 10, 1960 meeting of the Library Board of Directors.

ACKNOWLEDGEMENTS

The Kanawha County Public Library acknowledges with thanks and appreciation the valuable and worthwhile gifts its many friends have presented during the past year. It welcomes the opportunity of discussing with individuals and organizations the ways and means by which the expression of community interest can be further enhanced and developed.

The Charleston Daily Mail and Charleston Gazette have been generous in making newspaper space available for many news items, pictures, feature stories and weekly listings of new books.

The Kanawha County Public Library also wishes to thank the administration and the accounting office staff of the Kanawha County Board of Education for the advice and help given in response to many questions.

Respectfully submitted on behalf
of the library staff

STATISTICAL REPORT

July 1, 1959 - June 30, 1960

Population served: 239,629 (1950 census).
Opened to the public June 3, 1909. First library located in the Y.M.C.A. Building on Capitol Street.

AGENCIES

Main Library	1
Bookmobile (42 winter scheduled stops; 49 summer scheduled stops)	1
Fire Stations	8
Deposit Stations	Schools 61 - Schoolrooms 448 - Others 3
Teacher Collections	1966

BOOK CIRCULATION

	1959/60	1958/59
CITY CIRCULATION		
Borrowed from Main Library		
Boys' and Girls' Department	224,012	195,025
Circulation Department	159,616	153,349
	383,628	348,374
COUNTY CIRCULATION		
Borrowed from Extension Department		
Bookmobile	156,101	146,604
Deposit Collection	283,181	249,481
	439,282	396,085
TOTAL ANNUAL CIRCULATION	822,910	744,459

BOOK STOCK

Number of volumes at the end of year	192,064	183,412
Number of volumes added	17,522	16,673
Number of volumes withdrawn	8,870	4,675
Number of periodicals	402	420
Number of newspapers received	22	18

REGISTRATION

Total number of registered borrowers	40,397	37,895
Total number of registered during year	14,487	13,378
Children estimated to use deposit collections, in addition to the above	15,449	14,207

Time required of staff: 40 hours a week

AUDIO-VISUAL MATERIALS

Microfilm Reader	1
Record Player	2
Phonograph Record Albums (3,590 disc)	2,001
Motion Picture Films	10
(Indefinite Loan to Kanawha County Public Library)	
Microfilm (reels)	1,086
Phonograph Records Circulated	10,475

RECEIPTS AND EXPENDITURES

July 1, 1959 - June 30, 1960

RECEIPTS

Balance with Sheriff	$102,297.99	
Board of Education	101,316.00	
County Court	102,060.00	
City of Charleston	44,708.00	
Fines, rentals, and miscellaneous receipts	9,901.23	
TOTAL RECEIPTS		$360,183.22

DISBURSEMENTS

Salaries

Staff Salaries	$120,475.22	

Books

Books	$46,549.15	
Audio-Visual Material	1,051.89	
Binding	5,652.92	
Periodicals	2,126.91	55,380.87

Building and Other Expenses

Building Staff - Salaries	$10,716.48	
Repairs and Maintenance	2,359.29	
Utilities	5,024.52	
Service Contracts	1,048.78	
Building Supplies	1,011.43	
Office and Library Supplies	5,391.88	
Insurance	1,182.59	
Vehicles - Repairs and Expense	2,692.88	
Vehicle	1,850.95	
Furniture and Equipment	6,213.45	
Travel	669.00	
Printing	600.75	
Memberships	108.50	
Contingencies	744.78	
Social Security	3,011.39	
Workmen's Compensation	76.80	42,703.47
TOTAL DISBURSEMENTS		$218,559.56

UNEXPENDED BALANCE

(Budgeted for capital improvements)	$141,623.66